



CATALOG

2022-2023



VICTORY COLLEGE

2022-2023 CATALOG

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**A ministry of Victory Church
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THIS CATALOG APPLIES TO THE 2022-2023 ACADEMIC YEAR

This catalog has been prepared for current and prospective students. Victory College reserves the right to make changes in policy, programs, or course offerings as required to maintain its stated mission and goals, provided sufficient written advance notice is given.

Word from the President

Thank you so much for considering Victory College. Integrated into a globally recognized ministry, Victory College exists to bring you the best in ministry training and preparation, whether you choose the hands-on classroom experience, or the excellence offered in our online program.

Our Tulsa campus offers an incredible student life experience with student events, campus worship nights, conferences, and intramural sports. Our online students receive the same classroom training, have access to the same world-class instructors, and develop their ministry gifts and callings while achieving the same diploma as our on-campus students. This means that all of our students can take advantage of the additional articulation agreements we have with regionally accredited universities by transferring up to 60 credit hours towards a wide variety of bachelor's degree programs.

You, the student, are at the heart of why Victory College exists. Your investment here will create experiences that cause you to develop into who God has called you to be and equip you to do what God has called you to do. Our team is committed to connecting your passion to your purpose so you can make the difference you were created for.

Whether through worship and media in our School of Creative Arts or through local and global ministry through our School of Ministry, your best days are right in front of you at Victory College.

Pastor Paul Daugherty
President of Victory College

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Overview of Victory College and Victory Church

Victory Church

Victory College is connected to Victory Church, meaning your education will take place in one of the foremost outreach churches in the world. Pastor Paul Daugherty is among the most respected pastors in ministry. Your study will be amid events like Victory Conference, Louder than Words, Victory's illustrated sermons, local outreaches and crusades, Victory's Dream Center, and over 60 additional ministries. Opportunities for short-term or extended mission trips are also available. Our weekly "Victory with Paul Daugherty" television program is conducted from our Tulsa location.

Victory Christian School, grades K3-12, has more than 950 students and is a past winner of the national competition at the Oral Roberts Education Fellowship for Christian Schools. Victory Christian School is noted for its national award-winning art program, state champion athletic and music programs, as well as an outstanding academic program founded in the presence of God.

In summary, dynamic teaching and practical application of the Word of Faith in a cutting-edge church environment will enhance a VC education.

Overview of Victory College

Victory College is an independent, interdenominational, two-year Bible School open to Christians from various backgrounds who desire to study the Word of God and further develop their spiritual life and ministry. VC aims to impart life experience, minister restoration, and empower students with personal knowledge of the Word of God and the Holy Spirit. Students receive practical training through Christian service in the various departments and outreaches of the church.

VC focuses on developing relationships with both God and man according to biblical standards. VC is not a seminary. It is a charismatic school of the Bible. Courses are designed to minister to Christians of all spiritual maturity and development levels.

In summary, VC exists to provide Bible training for spiritual growth, development, practical ministry, and Christian leadership in the Body of Christ. The school is designed to instruct students in biblical doctrines of the Christian faith, train them in practical ministry, and develop spiritual maturity in fulfilling the commission and vision God has given to each student.

Spiritual Emphasis

VC encourages the spiritual, academic, and professional growth of each staff member and student. Intrinsic to the College's founding purpose is involvement in the many spiritual programs offered by Victory Church, which are designed to enrich and develop spiritual growth. Weekly school chapels, guest speakers, special seminars, Christian service hours, connect groups, and activities within Victory Church and outside in the Christian community all help further develop the student spiritually. There are also regular and special intercessory prayer times, Sunday school programs, visitation, plus regular Sunday and Wednesday church services.

Victory College Location

Victory College is located at Victory Church in Tulsa, Oklahoma. Tulsa is a beautiful, modern city with a unique, wholesome atmosphere full of fascinating opportunities. Visit the influential private evangelical liberal arts university, Oral Roberts University, the Tulsa Zoo, and world-renowned museums such as the Gilcrease and Philbrook museums. Tulsa has rich entertainment opportunities, including several parks, one being the Gathering Place, a world-class riverfront park. Our wonderful city will enhance your study.

The Birth and Growth of Victory College

Holy Spirit Directed

During the 1970s, several nationally known ministries gave a word to Pastor Billy Joe Daugherty from Isaiah 54:2-3: "Enlarge the place of thy tent, and let them stretch forth the curtains of thine habitations: spare not, lengthen thy cords, and strengthen your stakes; "For you will break forth on the right hand and on the left; and your seed shall inherit the Gentiles, and make the desolate cities to be inhabited."

Victory Bible Institute was birthed as a result in September 1979, blending biblical excellence with anointed Christian living under the pastorate of Billy Joe and Sharon Daugherty. The charter class of 1979-80 graduated 42 students under the leadership of Tim O'Leary, the first director. To date, Victory College in Tulsa has had approximately 5,300 graduates.

Historical Growth

VBI originally began as a one-year certificate program with 24 classes offered both in the daytime and again in the evening. In 1982, a second-year Intern Student Program began for selected students who were called to the five-fold ministry. While most VBI students enrolled for personal enrichment and restoration, these students were those who were also called to active ministry as pastors, traveling ministers, missionaries, or Bible school directors.

In 1991, VBI started a new discipleship program called "In Ministry Training" under the leadership of Keith Wheeler. It was designed for single students from 18-28 years of age pursuing full-time ministry. In-Ministry Training is now known as the Victory Internship. It is a program based on discipleship, evangelism, and missions to establish young men and women in the lifestyle of Jesus Christ and to instill in them a vision for the world. Victory Internship students attend VC classes in the mornings, participate in various ministries, and have teaching and fellowship times in the afternoons and evenings.

In September 1996, VBI 2 was restructured to follow the same format as VBI 1. Heavier emphasis on practical ministry education and training was engrafted into the 36 courses that comprised the program. VBI opened its on-site library and "Signs and Wonders Resource Center" in the 1996-97 school year.

In September 1998, the Worship courses were founded to train worship leaders and worship teams to spread the Gospel and build up believers through praise and worship. Also, in 1998, Victory World Missions Training Center became a VBI program, no longer a separate entity.

In August 1999, the Preschool, Children, and Youth, now called Victory Kidz, program was initiated to develop leadership in this critical area in the body of Christ. This same year, the Spirit-Led Business program was added. The Biblical Studies name was changed to Practical Ministry. In 2000, the Preschool, Children, and Youth program were changed to Victory Kidz School of Ministry.

In 2007, Victory Bible Institute and Victory World Missions Training Center became separate entities, and the School of Creative Media and the Arts was added to VBI. In 2008, Victory Bible Institute moved from 1400 E. Skelly Drive to 2702 E. 81st Street due to the expansion of Interstate 44 and the razing of the old VBI Building.

In May 2009, Victory Bible Institute became fully accredited by the Association of Independent Christian Colleges and Seminaries. In November 2009, Pastor Billy Joe Daugherty went to his heavenly reward, and Pastor Sharon Daugherty took over the presidency of VBI.

In 2013 the name changed from Victory Bible Institute to Victory Bible College.

In the 2014-2015 school year, Pastor Paul Daugherty became President of Victory Bible College. VBC had one of the largest graduating classes in its history, with 217 graduates.

The 2017-2018 school year marked a transition for Victory Bible College as executive director Ron McIntosh stepped down from his position, and Pastor Caleb Wehrli took on the role. The school was renamed Victory College and restructured from an eight-quarter program into a four-semester program divided into two programs: the School of Ministry and Missions and the School of Creative Arts.

In the 2018-2019 school year, Mark Kresge took on the role of executive director with a mission to "Raise Up Kingdom Leaders to Influence Culture."

Accreditation and Recognition

VBI was a member of the Oral Roberts University Educational Fellowship.

VBI received approval in 1990 by the U.S. Department of Justice Immigration and Naturalization Service to enroll F-1 international students providing they meet the eligibility criteria.

VBI was a founding Apostolic Council on Educational Accountability member headquartered in Colorado Springs, Colorado.

Purpose and Objectives

Vision Statement

Our vision is to Raise up Kingdom Leaders to Influence Culture. VC wants to empower and prepare you to be the influencer and leader God has designed and called you to be.

Educational Philosophy

We believe that VC is a training ground to develop students who know and apply the Word of God, who hear God's voice, who are led by the Spirit, and who minister with effectiveness. We partner academic curriculum with practical experience and life application in an atmosphere that promotes individual self-worth and excellence.

Spiritual Development

We believe that spiritual development encompasses the whole person. That is why we teach our students to pray, learn, and apply. Students are groomed in worship, evangelism, discipleship, and service, as well as being led by the Spirit. VC training is a compilation of academic and practical hands-on experience. We assist students in assimilating biblical life strategies, entrepreneurial skills, and success training. We believe VC students should exemplify scripturally based moral excellence and leadership qualities in all areas of their lives.

Reasonable Costs

Victory College is committed to providing affordable quality education. VC is approved by the Oklahoma Department of Veteran Affairs State Approving Agency to provide education and training to eligible veterans utilizing veteran educational benefits. VC is not a Title IV school and is, therefore, unable to accept federal student loans or grants.

Practical Training

VC is committed to ensuring students not only possess classroom knowledge but also know how to apply that knowledge through an implementation strategy. As a result, graduates of our second-year programs have helped plant many of our Bible schools worldwide.

Statement of Faith

We believe that the Bible is divinely inspired by God. It is faultless and is the sole and final authority for all matters of our lives (2 Timothy 3:16, Hebrews 4:12, 2 Peter 1:21).

We believe in the eternal Godhead who has revealed Himself as one God existing in three persons, Father, Son and Holy Spirit (Matthew 28:19, 2 Corinthians 13:14).

We believe that man by nature is sinful and unholy. He is unable to attain God's righteousness apart from regeneration through the Lord Jesus Christ (Romans 5:8-10).

We believe in the Lord Jesus Christ, the Savior of all men, conceived of the Holy Spirit, born of the Virgin Mary. He is totally God and yet, totally man (Luke 1:26-35, John 1:14-18, Isaiah 7:14, 9:6, 7).

We believe that God is the Creator of all mankind and His design immutably provided for the separate and distinct genders of both male and female. The characteristics of these complementary genders serve to reflect both the image and character of God. Individuals who reject their biological sex from birth by seeking to alter their bodies or gender presentation are intentionally or mistakenly rejecting God's design and the person He created them to be. (Genesis 1:26-27; 1 Corinthians 6:19; Deuteronomy 22:5).

We believe Christ died for our sins, was buried, and rose again on the third day (1 Corinthians 15:1-4).

We believe in the bodily ascension of Jesus to heaven and that He is coming again a second time for His Church (John 14:2-3, 1 Thessalonians 4:13-18, Hebrews 9:28).

We believe in the salvation of sinners by grace, through repentance and faith in the work of the Cross (Ephesians 2:8-9, Hebrews 9:12, 22).

We believe in the baptism of the Holy Spirit as a real experience at or after salvation. Believers can then speak in tongues as the Spirit gives them the utterance (Acts 2:1-4, 8:14-17, 10:44-46).

We believe in the operation of the gifts and ministries of the Spirit that are listed in (1 Corinthians 12-14 and Ephesians 4).

We believe that miraculous physical healing and deliverance in the name of Jesus is still for us today (Mark 16:17, Acts 4:30, Romans 8:11, 1 Corinthians 12:9, James 5:14).

We believe in eternal life for believers (John 3:16, 5:24) and eternal punishment for unbelievers (Mark 9:43-48, 2 Thessalonians 1:9, Revelation 20:10-15).

We believe that there is one true Church that is made up of genuine believers with Jesus as the head. However, this one Church is composed of many local churches in different localities (Matthew 16:18, Acts 9:31, Ephesians 5:23).

Admissions

Victory College is dedicated to helping you find the life you were born to live by providing the training to identify and implement your God-given gifting in an environment of excellence. Therefore, VC has a basic admission standard. You must be at least 18 years old, have a born-again experience, and have a high school education or equivalent. VC students are from many nations and backgrounds. A prospective student may be looking for spiritual enrichment, to understand their identity, to know their purpose, or to train for ministry.

Application

Victory College accepts applications year-round and enrolls in August and January. All applications must be submitted no later than **September 6th, 2022**, and **January 23rd, 2023**. All documents must be received before the student will be allowed to enroll.

General Requirements:

- Application for admission
- Recent photograph of the applicant
- Pastoral Recommendation
- Personal Recommendation
- Copy of official high school or college transcript or GED results
- Application fee of \$25.00 Domestic, \$50.00 International
- Acceptance not guaranteed

In addition to the above, International Students must complete their:

- Personal Data
- Financial Worksheet
- Guarantor Statement
- F-1 Responsibility Form
- An official TOEFL (Test of English as a Foreign Language) report with minimum scores: 173 computer-based, 61 internet-based, and 500 paper-based.

Evaluation for acceptance will begin after all information is received by VC, and the student will be notified in writing. Admission to VC is based upon an objective evaluation of the applicant without regard to race, color, ethnic origin, gender/sex, or disability.

Readmissions

Students who have a break in enrollment for one school year must submit an Application for Readmission to the Admissions office.

Transfer Student Application and Admissions

Students desiring to transfer from another institution may do so by completing the VC application and by providing to VC an official transcript and course descriptions from those institutions. Transfer acceptance is subject to the approval of the leadership. See "Transfers/ Transcripts" for more information.

Admission Notification

Students are notified by letter of the decision of the Admissions Office approximately three weeks after receiving all application materials. The Admissions Committee may grant conditional acceptance while waiting for the required credentials.

International Students and Statement of Non-Discrimination

International Students Certification

VC has been approved for the training of international students providing such students have proper governmental certification. The Department of Homeland Security and The Department of Immigration and Naturalization Services require international students to demonstrate proof of financial resources to support themselves for a minimum of one year in the United States. It is necessary that all international students have sufficient knowledge of the English language and that they carry a full-time class load.

International Student Eligibility/Employment

International students must qualify for and receive a Certificate of Eligibility, Form I-20, completed by the International Student Advisor and signed by the designated school official. The prospective student must submit an application and pay the required fee to SEVIS through an online process, and then the student must present the I-20 to the Immigration Service in their country to apply for an F-1 student visa. This visa then classifies the student as a non-immigrant student, and upon being approved for the F-1 student visa, they are eligible to attend VC.

An F-1 student will be allowed to study at VC for a maximum of 2 years in approved programs and has the privilege to apply for Optional Practical Training (OPT) after they have completed the two-year program and remain in the VC system for an additional year during the OPT. The F-1 student is eligible to apply for part-time employment through Victory Christian Center, Inc. International students who become employees of Victory will be allowed to work a maximum of 20 hours a week during the school term. They are permitted to work a maximum of 40 hours a week during times of vacations and holidays approved by the ministry. At the completion of the program, the F-1 student can transfer to another qualifying institution or return to their country of residence.

Nonimmigrants: Who Can Study?

General Notes: X=No; ☐=Yes Only F and M students are limited to attendance at SEVP-certified schools. Nonimmigrants who are attending school incidental to their primary purpose for being in the United States may attend the school of their choice either part-time or full-time (unless otherwise noted). However, these nonimmigrants must abide by the rules of their current status and cannot extend their stay in the United States for the purposes of completing a program of study or a degree. Spouses and children who derive their status from that of the principal may not remain in the United States beyond the period approved for the principal in order to continue schooling. In most cases, children lose their derivative status at the age of 21 and must apply for a change of status to F-1 or M-1 if they wish to remain in the United States to continue their course of study. Chart indicates approval of attending school.

Nonimmigrant Class	8 CFR Reference allowing spouses and children	Principal may attend school	Spouse may attend school	K-12 allowed for minor children	Post secondary allowed for unmarried minor children	Full-time study required for children 21 to 23(25) to maintain dependent status	May apply to Change Status to F-1, M-1 or J-1
A. Foreign Government Officials	214.2(a)(1)(i) & (iii)	✓	✓	✓	✓	✓	✓
B. Visitors		X1		X2	X		✓3
C. Aliens in Transit		X					
D. Crewmen		X					
E. Treaty Traders and Treaty Investors	214.2(e)(4)	✓	✓	✓	✓		✓
F. Academic or Language Students	214.2(f)(15)	✓4	✓5	✓6	✓7		✓
G. Representatives to International Organizations	214(2)(g)(1)(iii) & (iv)	✓	✓		✓	✓	✓
H. Temporary Workers	214.2(h)(9)(iv)	✓	✓	✓	✓		✓
I. Foreign Media Representatives		✓					✓
J. Exchange Visitors	214.2(j)(1)(i)	✓	✓	✓	✓		✓8
K. Fiancé(e)s and Spouses of U.S. citizens	214.2(k)(3)	✓	✓	✓	✓		X
L. Intracompany Transferees	214.2(l)(7)(ii)	✓	✓	✓	✓		✓
M. Vocational or other Nonacademic Students	214.2(m)(17)	✓9	✓10	✓11	✓12		✓13
N. Certain Parents and Children of section 101(a)(27)(I) Special Immigrants	214.2(n)	✓		✓	✓		✓
O. Workers with Extraordinary Abilities	214.2(o)(6)(iv)	✓	✓	✓	✓		✓
P. Artists, Athletes, and Entertainers	214.2(p)(1) and (8)(iii)(D)	✓	✓	✓	✓		✓
Q. International Cultural Exchange Visitors	214.2(q)(1)(ii)	✓	✓	✓	✓		✓
R. Religious Workers	214.2(r)(4) and (8)	✓	✓	✓	✓		✓
NATO North Atlantic Treaty Organization	214.2(s)(1) and (2)	✓	✓	✓	✓	✓14	✓
S. Witnesses and Informants	214.2(t)(3)	✓	✓	✓	✓15		X
T. Alien Victims of Human Trafficking	214.11(o)(11)	✓16	✓	✓	✓		✓
TN Professionals under the NAFTA	214.6	✓	✓	✓	✓		✓
U. Alien Victims of Certain Crimes	214.14(a)(10)	✓16	✓	✓	✓		✓
V. Certain Second Preference Beneficiaries	214.15(a) and (g)	✓	✓	✓	✓		✓

1 Visitors may, however, engage in study that is avocational or recreational in nature.

2 In some cases, a B-2 child is allowed to study if accompanying a parent and the study is incidental to the reason for the parent traveling to the United States. For example, missionaries may enter as a B-2 and the children may attend K-12 school while the parent is pursuing the primary purpose of the visit. The length of stay will not be extended to allow a minor child to complete a school year.

3 B nonimmigrants that apply for a change of status to an F or M nonimmigrant student may not begin attending school until the change of status is approved

4 F-1 nonimmigrants must attend an SEVP-certified school full-time.

5 An F-2 spouse may not engage in a full course of study, but may engage in study at an SEVP-certified school in the United States as long as they are enrolled in less than a full course of study. The F-2 spouse may still engage in study that is merely avocational or recreational in nature. To engage in a full course of study, an F-2 spouse must apply for and be granted F-1, M-1, or J-1 status.

6 An F-2 child may engage in full-time study in any elementary or secondary school (K-12).

7 An F-2 child may engage in study at an SEVP-certified school in the United States as long as they are enrolled in less than a full course of study at the post-secondary level. An F-2 child may also engage in recreational or avocational study. To study full-time at the post-secondary level, the child must apply for and be granted F-1, M-1, or J-1 status.

8 J-1 nonimmigrants subject to the 212 (e) residence requirement must obtain a waiver of the residence requirement to be eligible to change any nonimmigrant status except A or G. J-1 foreign medical graduates cannot change status unless granted a waiver under section 212(e)(iii) of the Immigration and Nationality Act pursuant to a request made by a State Department of Public Health and the alien complies with the terms and conditions imposed on the waiver under section 212(k) of the Act, but can consular process.

Other J-1 nonimmigrants are eligible to change status to F-1.

9 M-1 nonimmigrants must attend an SEVP-certified school full-time.

10 An M-2 spouse may not engage in a full course of study, but may engage in study at an SEVP-certified school in the United States as long as they are enrolled in less than a full course of study at the post-secondary level. The M-2 spouse may still engage in study that is merely avocational or recreational in nature. To engage in a full course of study, an M-2 spouse must apply for and be granted F-1, M-1, or J-1 status.

11 An M-2 child may engage in full-time study in any elementary or secondary school (K-12).

12 An M-2 child may engage in study at an SEVP-certified school in the United States as long as they are enrolled in less than a full course of study. An M-2 child may also engage in recreational or avocational study. To study full-time at the post-secondary level, the child must apply for and be granted M-1 or J-1 status.

13 An M-1 cannot apply for a change of status to an F-1.

14 Dependent children of NATO Officials who are age 21 to 23 (and up to age 25 if a bilateral agreement exists) may remain in the United States with derivative status if the child attends a post-secondary school full-time.

15 Includes married or unmarried sons or daughters. There is no age limit.

16 Where the principal is under 21, their parents and unmarried siblings under 18 who are in T/U status are also allowed to study.

Immigration and Custom Enforcement (ICE), Student and Exchange Visitor Information Systems (SEVIS). "Nonimmigrants: Who Can Study?" Retrieved December 4, 2019 from <https://www.ice.gov/doclib/sevis/pdf/Nonimmigrant%20Class%20Who%20Can%20Study.pdf>

NOTE: International students in the process of changing legal status to F-1 are unable to attend school in any capacity until case is granted.

Statement of Non-Discrimination

Victory College does not discriminate on the basis of race, color, national or ethnic origin, age, sex, or disability in any of its policies, procedures, or practices. The VC non-discrimination policies comply with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Educational Amendments of 1972 (pertaining to sex), Vietnam Era Veterans Readjustment Assistance Act of 1974 (pertaining to veterans), and Section 504 of the Rehabilitation Act of 1973 (pertaining to age).

VC ensures that no qualified individual with a disability will be denied reasonable accommodation in modifying policies, practices, and procedures. Reasonable accommodations will be considered case-by-case and to the extent required by law. Should a reasonable accommodation appear to pose an undue hardship to VC, a determination of undue hardship shall be made by the VC administrative staff and the Victory Church administrative team.

Academic Calendar

FALL SEMESTER 2022	
Move In Day	August 22 nd
Victory Week – New Students Registration	August 23 rd
Victory Week – Returning Students Registration	August 24 th
Victory Week – Student Orientation	August 25 th and August 26 th
First Day of Classes	August 29 th
Labor Day (no classes in session)	September 5 th
Last Day to Drop/Withdraw with 100% Refund	September 6 th
Last Day to Add/Change Class	September 6 th
Last Day to Drop/Withdraw with 80% Refund	September 12 th
Last Day to Register	September 12 th
Fall Break (no classes in session)	October 10 th - October 11 th
Midterm Exams All Classes	October 17 th - October 20 th
Thanksgiving Break (no classes in session)	November 23 rd - November 24 th
Final Exams for All Classes	December 5 th - December 8 th
Instructor Grades Due	December 13 th
Christmas Break (no classes in session)	December 13 th – January 6 th 2023

SPRING SEMESTER 2023	
Move In Day (by appointment)	January 5 th
Registration – New Students	January 9 th
Registration – All Returning Students	January 10 th
First Day of Classes	January 17 th
Martin Luther King Day (no classes in session)	January 16 th
Victory Conference (no classes in session)	January 11 th – January 15 th
Last Day to Drop/Withdraw with 100% Refund	January 23 rd
Last Day to Add/Change Class	January 23 rd
Last Day to Drop with 80% Refund	January 30 th
Last Day to Register	January 30 th
Graduate Audit Form	February 1 st – after February 1 st - \$10 Late fee applies
Midterm Exams All Classes	March 6 th – March 9 th
Spring Break (no classes in session)	March 13 th – March 16 th
Graduate Audits	April 17 th – April 20 th
Final Exams for All Classes	May 1 st - May 4 th
Graduation Ceremony	May 5 th
Instructor Grades Due	May 9 th

Subject to change

Registration and Student Orientation

Registration Schedule

Every student must register for classes at the beginning of each semester. Students are required to register on the date indicated on the academic calendar. This registration includes enrollment, class selection, tuition payment, and verification of enrollment. Registration after the designated registration date will incur a \$25.00 late registration fee and will be scheduled as a unique appointment.

**** Any student not current on their financial obligation to Victory College, Victory Housing, or Victory Missions will be barred from registering until paid.**

Students using VA Education benefits will be allowed to enroll and register for classes and not incur late fees if they are awaiting on delayed payment from the U.S. Department of Veteran Affairs. VA students are required to schedule an appointment with the VA certifying official before enrollment can be certified.

Student Orientation

All students are required to attend Orientation. Orientation will acquaint the student with VC programs, policies, and procedures, student ministries, as well as answer any questions the student may have about VC. Orientation will often include Victory's Growth Track and other pre-serving requirements.

Student Identification Badges

Each student will be issued an ID badge and lanyard after registration. A new badge will be issued upon successful registration and payment and should be worn to class in sight around the student's neck at all times while on the VC campus.

- Badges should not be worn attached to belts, books or bags.
- **A temporary badge may be borrowed from the office if a student badge is lost or forgotten. A fee of \$1.00 will be charged the second or additional times. Students will not be allowed in class without their student badge.**
- A permanent **replacement badge** may be purchased from the VC office at the cost of **\$5.00**.

VC monitors are instructed to enforce all rules governing Victory College, including but not limited to the wearing of badges and dress codes. Guest badges may be obtained from the VC office.

Student Status

Students may attend VC on a full-time or part-time basis. Students may also attend on an audit basis, with no credit or grade, to enrich their lives with the Word of God.

Full-Time: A student is considered full-time when taking seven or more courses (a total of 14 credit hours) per semester.

Part-Time: A student is considered part-time when taking less than 14 credit hours per semester.

F-1 and M-1 International Students are required to maintain 14 credit hours and a chapel for full-time status.

Change in Full-time or Part-time Status

Students who wish to change from full-time/part-time or credit/audit status or to add/drop a class or classes may do so in writing in the Registrar's office during the drop/add period as specified by the academic calendar.

Audited Classes

Special audit tuition and fees are applicable to students auditing one or more courses. Audit students will not receive credit for the course(s) they attend. Auditing students are expected to meet the same attendance requirements as regular class members; however, auditing students are not required to complete other course assignments. By prior arrangements with the instructor and Registrar, students may complete all course requirements and change from audit to credit within the first two weeks of the semester. However, for the change to be official, the appropriate form(s) must be completed, the balance of the "for credit" tuition paid, and forms must be approved/signed by the Registrar. Also, as a courtesy to the instructors, students are asked to advise them of class or status changes. Audited courses will appear marked as "Audit" on the transcript.

Adding/Dropping Classes

Students who wish to add or drop a class must complete the add/drop form in the VC office and pay the \$20 Add/Drop fee(s). Changes to student schedules will not be allowed after the add/drop period, which is within the first seven days of each semester (see academic calendar). Failure to fill out a form to drop a class you don't attend will cause you to be charged for the class.

Distance Learning Classes

Distance Learning is utilized to substitute for required classes on an as-needed basis and as approved by the Dean of Academics or his designee. The need for these classes is restricted to cases in which the traditional classroom delivery is not possible within a reasonable period of time and must be agreed upon by both the school administration and the student. Distance Learning allows students to take VC courses individually online rather than in the classroom.

Specific goals are established for each course, along with measurement criteria for determining course effectiveness. Student proficiency is established through explicit and accurate competency measures (such as portfolios, term papers, workbooks, or presentations).

The student may begin distance learning classes at any time throughout the year. These courses will run approximately the same number of weeks as a classroom course. However, rather than meeting weekly, the student will be able to complete the course at their own pace and on their own schedule. Students enrolled in a distance learning course pay for the class individually; books are included.

Per Title 38, CFR 21.4267, Independent Study, students utilizing VA educational benefits at non-college degree (NCD) institutions may not use benefits for online training or non-traditional self-paced or flex programs and will not be certified.

All students must maintain a grade point average of 2.0 to remain in good standing. A student with a cumulative grade point average of less than 2.0 for the previous semester should meet with the Dean of Academic Affairs, who will determine a plan to help the student overcome the deficiency. The plan may require a reduction in work hours or course load, private tutoring, remedial courses, or special assignments. Students who cannot maintain a 2.0 GPA may be either barred from re-enrollment or permitted to enroll as audit status only.

Class Attendance Policies

Attendance Policy

Regular and punctual attendance is required at all classes and morning praise and worship. The attendance policy and records are maintained at the Registrar's office. More than two absences in a course merit the lowering of the grade by one letter. Additional absences will lower the grade by an additional letter grade per absence.

Students who receive a failing grade due to absences will receive zero credit and be required to retake the class for credit. Attendance will be evaluated every 30 days.

International Students cannot be absent more than 25% of their total class time due to the United States Department of Homeland Security regulations and the United States Citizenship and Immigration Services.

Excused Absences

Excused absences include personal or family illness requiring emergency treatment or hospitalization, mandatory work, and emergencies or the death of a loved one. Excused absences must be cleared with the Dean of Academic Affairs or an appointee before the date the absence is expected to occur. If prior approval cannot be obtained due to an emergency, students should contact the Dean of Academic Affairs for communication purposes.

Note: Double absences (double cuts) are given for absences immediately preceding or following official school holidays.

Leave of Absence and Interruption in Training

A student can request a leave of absence (LOA) or an Interruption in Training by completing the Petition to Policy Exception form. The Dean of Academic Affairs will review the request for approval or denial within two weeks. Any supporting documentation must be provided upon submitting the form.

If the LOA begins mid-semester, after the drop date, the student will receive a grade of Withdrawn Failing (WF) or Withdrawn Passing (WP), depending on the current average course grade at the time of the leave/interruption. The current grade average of 1.5 or course percentage average of 70 and above will record a "WP." Tuition is not refundable for drops after the drop date for any reason. If an LOA begins before the drop date, the classes will be removed from the student's transcript, and the existing refund schedule applies – 100% during the first week of class, 80% during the second week of class.

Before returning, the student (including VA beneficiaries) will need to contact the Dean of Academic Affairs at rmartinez@victory.com and the Registrar at registrar@victory.college. Depending on the courses offered upon resumption, the student may be required to retake any classes dropped and then finish the remaining coursework previously required to graduate. If the student does not return, they will be administratively withdrawn from the last date of attendance before the Leave of Absence.

Tardiness

Any student who is not in class when class begins is considered tardy. Three times tardy will be considered equal to one absence. Any student more than ten minutes late to a class will be considered absent.

Inclement Weather

Please check your email or call our main VC office line for information regarding the school closing due to inclement weather. You can also follow our social media channels for updates (Facebook and Instagram).

Victory Church Activities

Occasionally, scheduled classes will be dismissed so the students can attend special services, conferences, seminars, and other events scheduled by Victory Church or VC. Attendance at these events is mandatory during regular school hours.

Bar-From-Attendance Policy

A student may be barred from attending classes for failure to:

- Comply with admission requirements
- Respond to official notices
- Settle financial obligations when due
- Sign and comply with the Code of Honor
- Failure to maintain a 2.0 GPA.

Students who become subject to a Bar-from-Attendance are given advance notice. If a student fails to respond, actions will be taken without further notice. The student will be entitled to no further services of Victory College except assistance toward reinstatement. Under no circumstances may a student who has been barred from attendance attend class or receive a grade.

Students using VA Education benefits will be allowed to attend class and not incur late fees if they are waiting on delayed payment from the U.S. Department of Veteran Affairs.

DRESS CODE

The VC Dress Code has been established to facilitate an attitude appropriate for those determined to submit their lives to the Lordship of Jesus Christ. As His ambassadors, we are responsible for presenting ourselves in a manner that glorifies Him at all times and in all areas of conduct.

MEN

- Men should dress in attire that would be appropriate in an office or ministry setting.
- Nice jeans are permitted. No holes above the knees. Jeans with holes or extreme distressing are not permitted on stage.
- Shorts are not allowed.
- No offensive, political, or inappropriate logos or graphics on shirts. Tank tops, sandals, flip-flops, or slippers are not allowed.
- Tight or oversized baggy clothing is not allowed, including athletic wear, sweatpants, leggings, costumes, or pajamas.
- Hair should be kept neat, clean, and well-groomed. We ask that students keep their hair professional (avoid distracting cuts/colors/and styles). All beards should be well-groomed and maintained.
- Hats are permitted, but not on stage.
- Gauges must be of solid, neutral color, with no exceptions.

WOMEN

- Women should dress in attire that would be appropriate in an office or ministry setting.
- Nice jeans are permitted. No holes above the knees. Jeans with holes or extreme distressing are not permitted on stage.
- Skirt length should be modest and in good taste, no shorter than two inches above the knees, with no excessive slits.
- Tights and leggings are only to be worn with dresses or skirts no shorter than two inches above the knees.
- Tight or oversized baggy clothing is not allowed, including athletic wear, sweatpants, leggings, costumes, or pajamas.
- Shorts are not allowed.
- Midriff or cleavage is not to show.
- No offensive, political, or inappropriate logos or graphics on shirts. Tank tops, sleeveless, backless, strapless, or spaghetti straps are not allowed.
- Flip-flops and slippers are not allowed.
- Hats are permitted, but not on stage.
- Hair should be kept neat, clean, and well-groomed. We ask that students keep their hair professional (avoid distracting cuts/colors/and styles).
- Gauges should be solid and neutral in color, with no exceptions.

All evaluations of the dress code shall be at the discretion of the VC Staff and Monitors. Violating the dress code will result in the student's dismissal from class until appropriate dress has been assumed. Repeated occurrences could result in the dismissal from school.

Grading System

Grades are issued according to the following scale:

A	94 – 100	Excellent Achievement
A-	90 – 93	
B+	87 – 89	Above Average
B	84 – 86	
B-	80 – 83	
C+	77 – 79	Satisfactory Achievement
C	74 – 76	
C-	70 – 73	
D+	67 – 69	Passing, below average
D	64 – 66	
D-	60 – 63	
F	00 – 59	Failing
CR		Taken for Credit (Pass)
NCR		Taken for Credit (Fail)
INC		Incomplete
VWD		Voluntary Withdrawal
VWP		Withdraw while passing
VWF		Withdraw while failing
AU		Audit, no course credit
AC		Audit credit for international students retaking a previously failed class

Grade Incomplete (INC)

Students unable to complete coursework for reasons beyond their control due to an illness or death in the family may request an Incomplete by filling out a “Petition to Policy Exception form.” If approved, the student has one semester to finish the course load for a grade. Failure to complete a course does not constitute an Incomplete without the proper documentation required, and the student will be given a failing grade.

Grade Corrections

Please check your grades online. If you have a question about a grade after receiving your Grade Report for the term, you have **two weeks** to contact the VC Business Office and complete a “Petition to Policy Exception form,” one request per form.

IMPORTANT: Grades cannot be corrected beyond the **two-week** window from the testing date. Allow ten school days for the request to be processed. Attach any graded tests and/or graded papers received from the class. These will be returned to the student.

Academic Continuance/Grade Point Average (GPA/Satisfactory Academic Progress)

A student is expected to make satisfactory academic progress towards the completion of the program in order to be eligible to continue their education at VC. A student whose GPA falls below 2.0 at the end of any semester will be placed on academic probation for the following semester. At the end of that semester, an evaluation will be done by the administrator of the student's academic performance. This evaluation will result in one of the following actions:

1. Removal of probationary status should GPA be above 2.0
2. Continuance of probationary status should GPA be between 1.0 and 2.0
3. Dismissal of the student should GPA be below 1.0

International students must complete all their classes with at least a C average.

***** It is the student's responsibility to keep up with their grades; it is not the responsibility of the VC office.**

Transfers/Transcripts

Transfer students are granted admission to VC classes and programs under the same admission criteria as students with no post-secondary academic credit. At the administration's discretion, students may be granted "advanced academic standing."

Transfer Procedure

A student may request to transfer credit from other institutions. The Dean of Academic Affairs will evaluate each transfer request on an individual basis upon recommendation by the Registrar and will have the final right of approval or disapproval concerning all credit transfers. Up to 14 credits may be approved for transfer. Transcripts must be submitted and approved before registration.

Students transferring credits from VC to other schools should contact that school to determine whether it will accept VC credits. Although several liberal arts colleges have articulation agreements accepting coursework from Victory College students, the diplomas and course credits awarded by Victory College are not accredited through the Higher Learning Commission or the State of Oklahoma. Transfer of courses from Victory College to other institutions is at the discretion of the receiving institution.

VC Distance Learning Transfer of Credit

Credit for approved VC Distance Learning courses may be transferable to VC Tulsa. Contact the Registrar for information.

Transcripts

The Registrar keeps a transcript of each student's academic achievement. Upon graduation, students receive one copy of their official VC transcript for their records. Additional copies of your transcript can be issued if you make a written, signed request and submit a \$10.00 fee for each transcript copy. Transcripts/copies are released only if all financial obligations to VC have been met. Allow ten business days for the request to be processed.

Articulation Agreements

Victory College has articulation agreements with the following schools: Ecclesia College, Oklahoma Wesleyan University, Oral Roberts University, Southeastern University, and Southwestern Christian University.

Graduation Requirements

General Graduation Requirements

- Each course is worth 2 credit hours per 2019.
- Each course is worth 1 credit hour per 2018.
- Grade Point Average of 2.0 or above.
- Adherence to VC Honor Code.
- Adherence to VC Attendance Policy.
- Completion of VC practicum hours as required by the program if applicable.
- Payment of Graduation Fee.
- All Financial Obligations to Victory College, Victory Housing, and Victory Missions are satisfied.
- Participation in graduation chapel, graduation practice, and ceremonies is **mandatory** to graduate.

Detailed Graduation Requirements

Students graduate by completing both full years of program-specific courses and must meet the following criteria:

- Students must be registered as full-time, or as a student eligible to graduate by completing the required credit hours.
 - Students having begun matriculation before 1995 must have completed twenty-four (24) core courses.
 - Students having begun matriculation between the fall of 1995 and fall of 1998 must have completed twenty-four (24) core courses and four (4) area of emphasis courses equaling 28 quarter credit hours.
 - Students having begun matriculation between the fall of 1998 and fall of 2002 must have completed sixteen (16) core courses, sixteen (16) major emphasis courses, and four (4) elective courses, or (4) VC 2 concentration area courses equaling 36 quarter credit hours.
 - Students beginning fall of 2002 or later must have completed twenty (24) core courses and twelve (12) area of emphasis courses equaling 36 quarter credit hours for VC 1 and sixteen – twenty (16-20) core courses dependent upon the program and sixteen – twenty (16-20) area of emphasis courses dependent upon emphasis program equaling 36 quarter credit hours for VC 2.
 - Students beginning fall 2018 or later must have completed two years and/or 56-64 credit hours split between core and program.
 - Distance Learning requires 64 credit hours of core and ministry courses.
- All assigned courses must be satisfactorily completed.
- A minimum grade point average of 2.0 must be maintained.
- Students must satisfy all attendance requirements.
- Participation in baccalaureate and graduation practice and ceremonies is **mandatory** to graduate. The commencement ceremony is held following the spring semester.

Before graduation, all financial responsibilities to Victory College, Victory Housing, Victory Missions, Victory Church, and Victory Christian School must be met. Students will not be allowed to walk across the platform to obtain their diplomas, nor will they receive transcripts, final grades, or tests until all accounts are current.

- Students must satisfy all Practicum Service hours and program requirements.
- Dean's List – Academic honor is recognized each year a student earns a minimum 3.50 GPA with at least 12 credits attempted.
- The intent to graduate form should be submitted by the first day of the student's final semester. Early submission allows the student to receive the advising necessary to complete all degree requirements.
- Students who complete degree requirements in the Fall semester may walk in the Spring commencement with prior approval.
- Students who turn in their "**Graduate Audit**" form after February 1, 2023, will pay an additional \$10 late fee.

Lifestyle of the Victory College Student

Commitment to the Student Honor Code

Honor is a concept that is one of the cornerstones of the Christian faith. The term honor means integrity, uprightness, respect, or having a good name. By signing the Honor Code, you are committing to living a lifestyle of the highest level. In this act of commitment, you are recognizing that Victory College is committed to helping you live a life of the highest caliber with regard to reputation, respect, honesty, and moral integrity.

- I commit to applying myself wholeheartedly to my academic studies and intellectual pursuits for the glory of God.
- I commit to growing in my spiritual pursuits by developing a personal relationship with the Lord Jesus Christ through Bible study, prayer, and worship.
- I commit to protecting my mind and spirit by abstaining from corrupt forms of entertainment such as pornography, movies, and internet activities containing inappropriate content.
- I commit to cultivating a life of good relationships by being free from bitterness, envy, strife, and unforgiveness.
- I commit to taking care of my financial obligations, including Victory College, Victory Housing, and other personal obligations, in a responsible and timely manner.
- I commit to supporting the work of the ministry by consistent regular giving through tithes and offerings.
- I commit to living my life in holiness, purity, and integrity by refraining from all immoral, unethical, or illegal acts (as defined by the Holy Bible). This includes all immoral sexual activity, homosexual activity, gambling, the use of alcoholic products, tobacco products, illegal use of drugs, and any form of willful self-abuse.
- I commit to intentionally pursuing God's purpose and calling for my life and to be a positive witness for the church both publicly and privately.
- I commit to punctuality and attending all required classes, services, and activities held by Victory College and my local church. I understand that I am required to attend at least one service at Victory Church weekly.
- I commit to demonstrating integrity in all of my personal and academic pursuits. I will not lie, cheat or participate in any academic dishonesty, including plagiarism or cheating.
- I commit to abide by the rules and regulations of VC, which the institution may alter or change from time to time. I understand that in order to maintain the highest levels of training and to safeguard its ideals of spiritual and moral values, VC reserves the right to require the withdrawal of any student if in the judgment of the VC Student Disciplinary Committee or the administrative team of Victory Church, if the conduct of the student is deemed to violate VC's ideals of scholarship or its spiritual or moral atmosphere as a Christian institution.

The student is issued a copy of the Student Honor Code that must be signed at the beginning of the first semester. The signing of the Honor Code acknowledges that the student has read and agreed to the above criteria for admittance into VC. The signed Honor Code is then filed in the student's VC file and becomes part of the student's permanent record.

Conduct

Victory College maintains high standards for students; students are expected to abstain from the mere appearance of evil (1 Thessalonians 5:22). Students are strongly encouraged to read scripture daily and to devote themselves to private prayer time. Spiritual discipline will help a student live according to the principles taught in class. Students' behavior should be "that which is fitting" of a follower of Christ. Drug or alcohol abuse, an immoral lifestyle - participation in sexual perversion, adultery, homosexuality, pornography, sex outside of marriage, etc. - profanity and dishonesty are examples of unacceptable behavior. Questionable conduct will be handled on an individual basis. No smoking, chewing, or possessing tobacco products or drugs will be permitted. None of the above-stated acts will be permitted at **any time** or **anywhere** while you are a student at Victory College.

Discipline and Grievance Policies

"By mercy and truth iniquity is purged..." (Proverbs 16:6).

Every student is expected to manifest an attitude of teachability and cooperation. We believe we can help each person mature into the Christian leader God has called them to be through counsel and encouragement. Occasionally, however, there are those whose conduct or attitude requires disciplinary measures. In such cases, suspension or immediate dismissal may result.

VC's disciplinary policy relating to dismissal and readmission is based on the following thoughts:

- We desire to please the Father.
- We want to see the individual restored.
- We are concerned about those closest to the offending individual.
- We are concerned about our testimony to the world.
- We are committed to the Scriptural principles found in Matthew 18:15-20; Romans 13:12b, 14; 1 Corinthians 5; and Hebrews 12.

IMPORTANT: *If you should get into difficulty (trouble), talk with one of the deans or another VC staff and let us and the Lord help you resolve your problems. VC wants to see you succeed!*

Discipline Procedures

VC's Vice President, the Dean of Academic Affairs, and the Dean of Student Affairs comprise the Student Disciplinary Committee charged with the task of reviewing, administering, and enforcing school policies. The committee seeks to apply God's wisdom in each disciplinary case, and best judgment will be used to select the most appropriate path forward with the goal of repentance and restoration.

Under normal circumstances, VC endorses a policy of progressive discipline in which attempts are made to provide students with notice of deficiencies and an opportunity to improve. However, VC retains the right to administer discipline in a manner deemed necessary.

The following serve as general guidelines the administration typically follows in a student disciplinary situation:

- At the first notice of a violation, a dean or designee will contact the student and schedule a personal interview. Further information may first be gathered from instructors, students, staff, and anyone else involved.
- After meeting with the student with a witness, the dean will meet with the Student Disciplinary Committee and determine the best path forward. If it has already been determined that the violation doesn't warrant anything more than a warning, the warning may be provided in the first meeting without meeting with the Student Disciplinary Committee. A designee may also meet with a student and provide them with a warning if a warning was determined beforehand. Warnings may be provided verbally or in writing, but the warning should be documented in either case.
- If it is determined that the violation is more severe or is a multiple-offense situation, it may be determined that the violation warrants probation, suspension, or required withdrawal. In the case of probation, suspension, or required withdrawal, notice will be provided in writing. The notice will typically include a follow-up meeting to inform the student of the decision in person. The length of a suspension and the ability to make up missed work or tests will be set at the discretion of the Student Disciplinary Committee.
- When the problem is corrected, the student will meet with a dean or designee and be given written permission to return to class. Notification of release from suspension will be provided to all instructors concerned.
- In some cases, probation or suspension may include stipulations that the student reapply before enrolling in future semesters.
- International students who fail to meet academic, attendance, or discipline policies will be considered "out of status" and noted as "failure to maintain status" in the SEVIS System. Failure to adhere to all policies can result in termination of school authorization along with being requested to return to their home country.

Student Appeal and Grievance Procedure

- *Students who believe they have been suspended, expelled, or put on probation unfairly, should email the dean of student affairs within two weeks of the issued discipline. The Student Disciplinary Committee will review the grievance and respond via email.*
- **International Students** that plan to file a grievance should notify school administration as soon as possible to avoid irrevocable consequences through the Department of Homeland Security.

Re-enrollment (Disciplinary) Policy

The length of time before a person is permitted to re-enroll will be determined by disciplinary action. The person must have spent time under pastoral care in the church, and the student must exhibit genuine repentance and show evidence of restoration. If dismissed for financial irresponsibility, all past debts to VC, Victory Housing, Victory Church, and Victory Christian School must be resolved before re-enrollment is allowed. Financial responsibility must be demonstrated.

Suspension Policy

The disciplinary committee determines the length of the suspension.

Infractions of any of the following are grounds for suspension or dismissal:

- Excessive absence or tardiness
- Academic failure
- Financial irresponsibility
- Cheating and plagiarism
- Giving false information (lying)
- Insubordination or willful disregard for an instructor
- Failure to follow policies as outlined in this Catalog
- Violation of student dress code or student honor code

Dismissal Policy

Infractions of any of the following are grounds for immediate dismissal:

- Consumption, using, and/or possessing any form of drugs, alcohol, or tobacco on or off campus
- Involvement in illicit or perverted (homosexuality, fornication, adultery, pornography, etc.) sexual practices
- Involvement in any illegal activity
- Vandalism or careless destruction of VC, Victory church, or Victory housing property
- Unauthorized possession of firearms or other weapons.
- Any act of violence
- Any act of sexual assault

Probation/Dismissal

Any student placed on two (2) or more probations (academic, disciplinary, attendance, or financial) within the same academic year will be dismissed.

Victory Church Nondiscrimination/Anti-Harassment Policy and Complaint Procedure

Objective

Victory and Victory College are committed to work and academic environments in which all individuals are treated with respect and dignity. Each individual has the right to work, serve and learn in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Victory Church and Victory College expect all relationships between persons in the office and the college to be business-like and free of bias, prejudice, and harassment.

Victory and Victory College have developed this policy to ensure that all its employees can work and learn in an environment free from unlawful harassment, discrimination, and retaliation. Victory Church and Victory College will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint violating such policies will be investigated and resolved appropriately.

Any employee, volunteer, or student who has questions or concerns about these policies should talk with the director of human resources or a member of the personnel practices committee.

The law and the policies of Victory and Victory College prohibit disparate treatment based on sex or any other protected characteristic concerning terms, conditions, privileges, and perquisites of employment. The prohibitions against harassment, discrimination, and retaliation are intended to complement and further those policies, not to form the basis of an exception. These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender or any other protected characteristic from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment.

Equal employment opportunity

It is the policy of Victory to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, sex, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. As a faith-based organization operating under a Church entity, Victory Church and Victory College maintain a bona fide occupational qualification based upon published religious beliefs within the bylaws of the Church. Otherwise, Victory Church and Victory College prohibit any other such forms of discrimination or harassment.

Retaliation

Victory encourages reporting of all perceived incidents of discrimination or harassment. Victory prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. It is the policy of Victory to promptly and thoroughly investigate such reports.

Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment based on any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual’s work performance, or c) otherwise adversely affects an individual’s employment opportunities.

Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer’s premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct by fellow employees or someone not directly connected to Victory (e.g., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the workplace and any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

Victory Church and Victory College encourage reporting all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender’s identity or position. Individuals who believe they have been the victim of such conduct should discuss their concerns with their immediate supervisor or Human Resources. See the complaint procedure described below.

In addition, Victory encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Victory recognizes that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or have witnessed such conduct should discuss their concerns with their immediate supervisor or Human Resources.

Victory encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly.

The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Victory will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling, or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as Victory believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to Victory's acting Executive Director of Operations through the Human Resources Department.

False and malicious complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

Effective 01/01/2020

Financial Policies and Procedures

Tuition and Fees

A school year is made up of two semesters. Accounts are due and payable on the day of registration each semester as defined by the academic calendar. Payments are received in the VC Office and online and may be paid by check, cash, debit, or credit card. All tuition and fees are subject to change without notification. **Any student unable to make their payment is subject to immediate withdrawal.**

Students using VA Education benefits will not be subjected to immediate withdrawal if they are waiting on delayed payment from the U.S. Department of Veteran Affairs.

Refund Policy

Students withdrawing from school after the first day of orientation are entitled to a refund only during the first two weeks of the semester. The refund schedule per semester is as follows:

Week 1 withdrawal	100% refund less fees
Week 2 withdrawal	80% refund less fees
No refund after Week 2	

Refund Policy for Students Enrolled Under Provisions of Title 38

The school has and maintains a refund policy for veterans and other eligible persons enrolled under provisions of Title 38 that provides a refund for the unused portion of tuition in the event the Title 38 student fails to enter the course, withdraws, or is stopped any time before completion. Such policy provides that the amount charged to the Title 38 student for tuition for part of the course will not exceed the approximate pro-rated portion of the total charge for tuition that the length of the completed portion of the course bears to its total length. An amount not more than ten dollars for an established registration fee is not subject to refund or pro-ration. Refunds should be made within forty (40) days.

Withdrawal

Withdrawal applies to the dropping of all courses by the student. A student who wishes to withdraw from VC must inform the Registrar **IN WRITING** of their intent to withdraw from VC and schedule an exit interview with the Dean of Academic Affairs. The effective withdrawal date is considered to be the date upon which the Registrar receives written notice from the student. In the case of withdrawal, tuition refunds will be made according to the refund policy. A student failing to submit a written notice of intent to withdraw will be required to pay the balance of outstanding tuition and fees for the semester(s) for which the student has enrolled.

*Courses that are dropped before the last day to withdraw as specified on the academic calendar are recorded as "WP" (withdrawal while passing) or "WF" (withdrawal while failing), depending on the current average course grade at the time of the withdrawal. The current grade average of 1.5 or course percentage average of 70 and above will record a "WP." All others will record a "WF." **Withdrawal is only accepted by written notification from the student within the period specified by the academic calendar.***

Prior Balances

VC students are expected to meet their financial obligations in a manner that exemplifies Christian standards of honesty and ethics. **No student can graduate, participate in mission trips or enroll for another semester if the student has a delinquent account in any area of Victory Church and/or Victory College.**

Students using VA Education benefits will be allowed graduation privileges, mission trip participation, and enrollment for another semester. They will not incur late fees if they are waiting on delayed payment from the U.S. Department of Veteran Affairs.

Credits

Any credit to an account of 3 years or over will automatically be forfeited and put in a scholarship fund.

Auditing Courses

Students may register for a course as an "Audit." The student can sit in on the classes but will turn in no work, take no tests, and receive no grade for the course. Tuition is \$125.00 per class. If a student has previously taken a course, received a passing grade, and wants to sit in on the class again, the student may do an "Alumni audit," and the charge is \$80. **Exceptions apply to International Students** (See Audited Classes section, page 19).

Tuition and Fees Table

FULL TIME STUDENTS

	Ministry	Media	SOCA	Worship
Tuition for VC Program (2 years)	\$8,000			
Tuition for Full Year (Due at time of August. Registration)	\$4,000	\$4,000		\$4,500
Tuition if Paid by Semester includes fee	\$2,125	\$2,375		\$2775

PART TIME STUDENTS

Part Time Campus Courses (Due at Registration)	\$250 per class
Part Time Audit (Due at Registration)	\$125 per class
Alumni Audit (Due at Registration)	\$80 per class

ADDITIONAL COSTS

All fees are non-refundable

Add/Drop Fee (First change after registration)	\$20
Application Fee	\$25 Domestic, \$50 International
Badge Replacement Fee	\$5
Books (approximate)	\$500 Per year,
Graduation Fee (\$10 Late fee applies after due date) - Due February 1, 2023	\$75
Domestic Enrollment Fee	\$150
International Change of Status Fee	\$100
International Enrollment Fee (Required beginning Aug. 2019)	\$500
Late Payment Fee	\$40
Late Registration Fee	\$25
Make Up/Off Date Exam Fee	\$10 per exam
SOCA Practicum Fee (\$250 per semester at registration)	\$500
SOCA Media Technology Fee (\$250 per semester at registration)	\$500
Transcript Processing Fee	\$10
Victory Housing (Contact Victory Housing for more info)	\$300 Per month

DISTANCE LEARNING

Cost per course	\$200 Per class
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Dropping Courses

Students will be charged in full for any courses dropped unless an Add/Drop form has been properly filed and add/drop fee paid. Drops must be made in writing in the Registrar's office. Phone calls or verbal agreements with the instructors will not constitute an official drop. However, as a courtesy to the instructors, students are asked to inform them when dropping a class. The fee to add/drop submission *after* the day of registration is \$20.00. Changes to student schedules will not be allowed after the add/drop date period.

Cancellation of Scheduled Courses

In the event a scheduled course is unavoidably canceled, the student will be offered either an alternative course that can be substituted for credit or a full refund of the student's tuition, and fees will be processed for the canceled course.

Veterans Benefits

Victory College is approved by the Oklahoma Department of Veterans Affairs State Approving Agency to provide education and training to eligible veterans. **School attendance policy must be followed in order to maintain compliance with 38 CFR 21.4254(b)(5).** Please contact Virginia Prechel, VA certifying official, at Vprechel@victory.com for additional questions.

Prior Credit Evaluations (Military & Civilian)

Due to the nature of the training at this school, it is unlikely that any previous education or training will be granted. However, the school will evaluate and grant all previous education and training of all VA beneficiaries and will clearly indicate if appropriate credit has been granted after the evaluation. Both previous education and training transcripts from previously attended schools **and** veteran military transcripts (JST's, CCAF transcripts, VMET's, etc.) must be provided for evaluation within 30 days of program enrollment. The school will maintain a written record of all previous education and training that clearly indicates that appropriate credit has been evaluated and granted. VA student certifications will be terminated if these documents are not provided within 30 days of enrollment.

Federal Grants and Loans

VC is **not** a Title IV school and is, therefore, unable to accept federal grants or student loans.

Scholarship Programs

The following financial scholarships are available to those students who qualify. Scholarships apply only to tuition and do not include books. Scholarship applications must be completed and verified before the deadline (*two weeks prior to registration*). Tuition not covered by scholarship must be remitted at the time of registration according to the VC payment schedule. Final approval of all scholarships is at the discretion of both the Dean of Academic Affairs and the Dean of Student Affairs of VC, and they are for first-year students only. Scholarships are distributed between the two semesters. **Scholarships may not be combined with the work-study program or with a staff discount.**

180 Church Scholarship: Half tuition scholarship is available for VC first-year classes only. This scholarship is given to qualifying Victory Leadership Network churches to give to a church member. Each VLN church is allowed one scholarship per school year. It is non-transferable. Distribution of funds: Student is responsible for the first half of their tuition to be paid at the time of enrollment.

Senior Pastor Scholarship: Half tuition scholarship is available for all first-year only VC programs. This sponsorship is given to senior pastors of area churches who continue to hold this position for the school year. It is non-transferable. Applications are distributed to these churches upon request. The recipient must pay the remaining balance of tuition at registration.

Victory Conference Scholarship: Scholarships are awarded during the annual Victory Conference through a random drawing of new VC applicants who have submitted a VC application before or during the conference and have come to the VC Display at Victory Conference to complete a drawing card valid for the upcoming school year. Distribution of funds: A half-tuition scholarship may be distributed between the two semesters. The student is responsible for the remaining balance at registration. One full-tuition scholarship may also be awarded during Victory Conference.

VCS Graduate Scholarship Upon completion of VCS High School, this 50% discount expires one year after the graduation date. If you graduated more than one-year preceding registration at VC, a 25% discount will be given.

Staff Discount

If an employee works 20-39 hours, a 25% discount will be given, or if they work 40 hours, a 50% discount will be given. The student is responsible for the remaining balance at registration.

Work Study and Employment

A limited number of office and classroom assistant positions are available through a work-study agreement. Applications may be obtained in the school office. Students employed in permanent positions throughout Victory Church may be eligible for a tuition discount. Discounts or scholarships do not apply to work-study employment.

Donations

Gifts and Memorials: Presently, tuition is not tax-deductible, but cash gifts may be deductible. Also, from time to time, students may like to donate books, art, classroom equipment, and other items in memory of a deceased loved one or in honor of a special birthday or graduation. Anyone who desires to donate, please contact one of our deans.

****Only one discount or scholarship can be applied per semester.*

Student Services

Food Services

Snack items and drinks are available in the VC Café. Drinks are allowed in the classroom, and small snacks, but if it becomes a hindrance to others learning, all food will be banned. No meals are allowed in any of the classroom areas.

Mission Trips

VC allows students to be involved in missions during spring break and other times during the year. All balances to Victory College, Victory Housing, Victory Church, and Victory Christian School must be current before participating in mission trips.

Health Services

No nursing services exist at this time. First aid is available in the administrative offices for minor accidents. VC recognizes that some students may have special needs requiring prescription medication or other services. However, VC requests that students notify the school in writing about such needs and may require an additional doctor's statement authorizing such procedures or medication. Ideally, all medication should be given at home.

Housing

Victory Housing is available for single VC students with no dependents. Housing consists of shared 2-bedroom, 2-bath apartments within walking distance of Victory Church. Rent, basic furnishings, and utilities are provided at a reasonable cost to students. Qualifying students may reserve housing after being accepted for Victory College enrollment. There are many apartment complexes and houses for rent in the Tulsa area for all other students.

International Student Advisement

VC has been approved for the training of international students and serves to provide such students with proper advisement and assistance in obtaining proper government certification. The International Student Advisor coordinates all such programs and provides proper advisement in accordance with Immigration and Naturalization laws and guidelines.

Job Opportunities

Check with Human Resources for job openings at <https://www.victory.com/opportunities/>.

Community Service Agencies

Information regarding various community service agencies is available in the administrative offices and through the Victory Church benevolence office.

Pastoral Counseling

Spiritual counseling is available to students through the Victory Church Team Pastors.

Academic Counseling

Academic counseling is available to students needing career, academic or spiritual assistance through the administrative staff and faculty.

General Information

VC reserves the right to change programs, courses, and policies to support its purposes and objectives. We ask that questions about VC and its policies be brought first to the Dean of Academic Affairs or the Registrar rather than to instructors and fellow students; this will result in better communications and assist the administration in remaining aware of the concerns of the student body.

Student Information

All student files are the property of VC, and all information contained in them is personal; therefore, no information will be given out. Phone numbers, addresses, and other information should be obtained directly from the student in question.

Parking

Students are asked to park in the designated student parking areas in the student parking lot (west) **only**. **Students are not permitted to park in the staff parking lot; these are reserved for staff, faculty, and physically challenged people.** Please observe the Entry and Exit signs when entering and leaving campus.

Vehicle Registration

Any student who parks a motor vehicle on campus must register their vehicle with campus security. \$10 Fee is payable at Student Accounts.

Speed Limit

For the safety of everyone, we ask all drivers to adhere to a **10-MPH** limit while driving on campus. Reckless or careless driving will result in disciplinary action.

Motorcycles and Bicycles

All bikes and motorcycles should be locked throughout the school day.

Address Changes

Whenever there is a change of physical address, e-mail address, or telephone number, please log in to your account online and update this information.

International Students are required to notify the International Student Advisor of any change in address within 10 days. Students are then required to notify the Department of Homeland Security and Immigration Services.

Telephone Calls

There is no student message center provided by VC. Except for emergencies, students are not allowed to use VC office telephones for receiving and/or sending messages. Please do not ask people to contact you by phoning the VC office.

Student Mail

Please do not list the address of Victory College or Victory Church as your personal address. Any student mail received in this manner will automatically be returned to the sender.

Student Records

VC maintains student records according to PL 93-380, the "Federal Education Act of 1974." All student records except confidential recommendations are available for inspection by the student. Current students wishing to review their records must submit a written request to the Registrar. We will make records available to the student for inspection within ten (10) working days of the request submission. In addition, the student may challenge any portion of the record.

Upon the student's request, the school will send an official transcript to any college or agency if: (1) the student has signed a release of information form; and (2) they have met financial obligations to the school; (3) the student pays \$10.00 transcript fee per copy.

All student files are the property of VC, and all information contained in them is personal and confidential; therefore, no information will be given out to unauthorized individuals or agencies. Please keep the Registrar's office updated on your personal information, i.e., current address, phone number, marital status, etc. Phone numbers, addresses, and other information should be obtained directly from the student in question.

Victory Church Bookstore

Books for classes are available for purchase online at victory.com/store and in person at the Victory Church bookstore located at 7700 S. Lewis Avenue, Tulsa, OK.

Extra-Curricular Activities

Who you do life with matters! Student life is a big deal to us at Victory College. Throughout the year, you will have many opportunities to jump into the kind of community that you were made to be a part of.

We provide intramural sports such as ultimate frisbee, soccer, basketball, kickball, and more. Some friendly competition has a way of making best friends out of people. Trust us; there will be plenty of competition to go around!

Our student association will host fun events on and off campus and at Victory housing throughout the year. From barbeques and banquets to parties and worship nights, Victory College is a place where you will have fun building life-long friendships with people who will shape you to be better.

Whether you are hanging out in the student lounge, enjoying one of our many events, or serving together at Victory Church, the people you do life with will determine who you become and where you go. Let us help you connect to a community that will encourage you to become who you are meant to be.

Testing

Students are required to take examinations at the scheduled time. If an emergency prevents a student from taking a test at the scheduled time, the student must receive permission from the Dean of Academic Affairs to schedule an off-date exam (see below).

Make Up/Off Date Exams

Makeup Exams are exams missed due to an illness. A Makeup exam requires same-day notice to Victory College Staff, usually in the form of a phone call from a student explaining they must miss an exam due to an illness. In addition to the same-day notice, a makeup exam must complete the same steps as the Off-Date Exams.

Off-Date Exams are exams taken early or late after a student gains the required permission and pays the fee for each test. All off-date exams require the student to complete the "Off Date Exam Request" form available at the front desk. The form requires a signature from the student acknowledging that the exam must be taken within ten school days from the original due date. The student is responsible for obtaining the other required signatures for the form - the form requires signatures from the instructor(s) and the Dean of Academic Affairs to approve the request. The student must coordinate the details with the staff and the instructor. The student is responsible for ensuring that the instructor will be able to provide a copy of the exam to the front desk on time. Students are required to schedule an onsite* proctored exam with the front desk. A fee of \$10 is required before taking each makeup/off-date exam.

*Off-site proctored exams are approved by the Dean of Academic Affairs in rare cases of emergency and require an approved proctor or an approved virtual proctoring service. If approved, the completed exam must be taken and delivered to Victory College within ten school days from the original due date. We reserve the right to deny the request at our discretion.

Failure to attend a makeup test, failure to take an exam by the required due date, or failure to take and deliver an exam by the required due date in the case of an off-site exam will each automatically result in a failing grade for the exam.

Discussion of Grades and Assignments

The instructors have conscientiously met the necessary requirements in the assignments and exams to uphold the standard of VC and accreditation requirements. Students should keep this in mind and uphold the biblical exhortation to avoid complaining.

Students who have questions about their grades on any required work may make an appointment with the instructor.

Returned Tests

Some corrected tests/exams are returned to the student at the conclusion of the semester when grade cards are issued. Assignments and tests not claimed by the third week after the semester's end will be discarded, per the teacher's discretion.

Petition for Policy Exception

Completing a Petition for Policy Exception form is required for any request outside established VC policy. The VC executive committee will review the petition and approve or disapprove on its merits.

Business Office Hours

The VC Business Office is open Monday through Thursday from 8:00 am to 1:00 pm and 2:00 pm to 4:30 pm, with the exception of special events.

Announcements

No one is allowed to make announcements in the classroom except the instructors, staff, or class monitors.

Audio Equipment/Thermostats

Students are not to touch any audio/video equipment or thermostats. This includes microphones, cameras, television sets, sound booths, computer equipment, etc. If there is a temperature or sound problem in a class, contact the Head Monitor. Do not attempt to correct the problem.

Consultation/Appointments

When desiring a school-related consultation that pertains specifically to a class, a student may make an appointment with a faculty member or member of the administrative team in the VC Office. If it is necessary to cancel your scheduled appointment, please notify the VC Office at 918-499-4670.

Firearms

Firearms are strictly prohibited on campus at all times.

Distractions

The use of alarm watches, cellular telephones, headphones, video games, etc., are not approved during class.

Please refrain from distractions like popping gum, cutting nails, tapping pencils, putting your feet on chairs, continual verbal comments, and other bothersome habits or actions.

Students are not to use class times to talk on their cell phones, play games, or text message on their cell phones, tablets, or computers. **Do not use these items in class**, as they distract other students.

Laptop Computers and Tablets

Laptop, computer, and tablet usage are allowed with consideration to maintaining a minimum of sound distraction. Please turn off the speakers to eliminate any sound. Power cords across student traffic areas are not allowed. Laptop computers and tablets are to be used solely to take notes in the classroom.

Personal Handouts

Neither students nor the public is allowed to distribute or place on vehicles fliers, tracts, advertisements, coupons, or any material of any kind to fellow students or employees.

Solicitations

No solicitations for money are allowed in the VC building or parking lot, even for ministry-oriented trips.

Classroom Guidelines

Please wear your student name badge at all times. Badges should be worn on the VC lanyard around the neck and should not be attached to belts, purses, bags, or books. Guest passes may be obtained at the VC office. Visitors may not visit a class for an entire semester. VC monitors are instructed to enforce all rules governing the wearing of ID badges, dress codes, guest passes, etc. Cheating/plagiarism will not be tolerated and will result in disciplinary action. Breaks may be modified from time to time by VC Administration and Faculty. Use your break for relaxation, telephone calls, and fellowship. All appreciate your cooperation in keeping the halls and VC area clean.

Program Information

School of Ministry

The School of Ministry* is a place for anyone who desires to know God more fully and to make Him known. As you go through the School of Ministry, you will be challenged and equipped with the tools that will advance you in your leadership calling. Along with establishing a strong biblical worldview, you will discover your God-given identity, understand how to hear the voice of the Holy Spirit, and sharpen the gifts and passions God has placed in you. Through a relevant classroom experience, you will learn how to leverage the Word of God in your everyday life. You will have the opportunity to expand your learning beyond the classroom through practical ministry and evangelism, mission opportunities, and local outreach.

Upon graduating from Victory College, you will be adequately equipped to work in ministry!

School of Creative Arts

Victory College's School of Creative Arts* is a program designed for students who feel the stirring for two things: ministry and pursuing their desire to create. In the School of Creative Arts, our goal is to help you discover that you do not have to choose between your heart for ministry and your passion for your craft. The Lord has intentionally created you with abilities and purpose, and they are intended to work together! You are meant to impact the creative world for God's kingdom! We want to train and challenge you to turn your talents into skills so that you can do this with confidence.

The School of Creative Arts* is comprised of two different programs, the Media Track, and the Worship Track.

Media Track

The Media track is for anyone who has a passion or desire to grow in the media arts. As a Media student, you will design and conceptualize content across a variety of mediums. You will also learn to communicate and inspire your audiences with your stories, ideas, and creations. Whether you want to be a creative pastor, a filmmaker, a graphic designer, or you are still discovering how the Lord might use you, the Media track in the School of Creative Arts could be the place for you!

Worship Track

The Worship Track is for students who want to grow as musicians and artists while also deepening their understanding of the Lord and how to lead people into His presence. As a Worship student, in addition to traditional classroom experiences, you will receive hands-on musical and ministry training through private lessons and weekly worship leading opportunities. You will develop as a musician, discover your voice as a songwriter/producer, and mature as a worshiper and minister.

*The above programs qualify for International F-1 status student visas.

Spiritual Growth

VC students are encouraged to maintain a time of daily prayer and devotion throughout the school year.

Ministry Opportunities

It is our desire for each student to gain practical experience ministering God's Word during their enrollment at VC. Opportunities will be given throughout the year to be actively involved in planning, organizing, and conducting various outreaches, service activities, and other ministry events as a group and individually.

Practicum

Throughout the year, each full-time student will intern in various departments of Victory Church or another ministry if approved by the Internship Coordinator. The student will be expected to keep a record of their activities and learning experiences and submit it at the end of each semester.

Placement

Victory College, 2nd-year students are encouraged to pursue opportunities for placement in the ministry after graduation. Students are also encouraged to join Victory Leadership Network. The VLN and the Alumni Office maintain information about available job opportunities.

VC Distance Learning Programs

If you cannot come to Victory College, Victory College can come to you!

Through VC Distance Learning, you can choose classes from our library of Victory College E-courses and/or enroll in our extension campus, VC Online. You can tune into lectures live with the student body or view the archive at your convenience! Email: dl@victory.college or visit the website at Victory College Online.

When you complete 32 Distance Learning courses (64 credits), you will receive your Diploma in Ministry from Victory College. With our Distance Learning programs, we provide the tools for your education while you determine the place and the pace.

The following policies and procedures are established for individuals desiring to take the VC Distance Learning program for credit. The VC Distance Learning program adheres to the same policies and procedures as the VC on-campus school as set forth in the student handbook. The VC Distance Learning program utilizes the same faculty as the VC on-campus school. International students are allowed to participate in distance learning (off-campus/online) for no more than 20% of total courses taken.

Midterms / Finals

Each student will be taking a timed online exam through their student platform assigned to them by the Registrar. Each exam will be created by your facilitator and will have a date for each exam to complete. Failure to do so during this time period will result in a 0 grade.

Per Title 38, CFR 21.4267, Independent Study, students utilizing VA educational benefits at non-college degree (NCD) institutions may not use benefits for online training or non-traditional self-paced or flex programs and will not be certified.

Victory Leadership Network

Victory Leadership Network is a fellowship of ministries that are committed to helping ministry leaders reach their highest level of integrity and productivity and to fully step into their destiny for the Lord Jesus Christ. As such, VLN's vision is encapsulated in its 5-fold purposes:

1. Fellowship – VLN is committed to the importance and value of relationships of like-minded leaders to encourage one another in integrity and their highest level of productivity.
2. Resource exchange – VLN seeks to provide resources to equip church leaders to create the highest level of impact.
3. Empowering leaders – VLN is committed to helping church leaders increase their influence and impact in the church and the world. By equipping and training their adherents with articles, blogs, conferences, and webinars for maximum success.
4. Networking – We seek to connect leaders to exchange ideas and services to create greater value in what they do. We are better together.
5. Ministry credentials – VLN affords qualifying members the opportunity for licensing and ordination (See the following process for VC students).

VC 2nd year graduate students will be eligible for the VLN association.

- VC 2nd year graduates will be eligible for licensing if they have successfully fulfilled an internship program at VC and have the recommendation of the Internship Director.
- Probationary licensing will be issued upon recommendation of the Internship Director and the following criteria:
 - *2 current pictures (passport size or larger)
 - *Application fee of \$25.00
 - *Pastor's recommendation
 - *Minister's recommendation
 - *Personal recommendations
- Full licensing status will be validated upon one year of recognized ministry.

Those graduates involved in church ministries (worship, youth, children, associate, etc.) will need to provide a letter from the lead pastor or direct supervisor detailing their ministry duties and responsibilities.

VC Courses and Requirements

COURSE CATALOG - CORE COURSES

SCHOOL OF CREATIVE ARTS PROGRAM COURSES

SCHOOL OF MINISTRY PROGRAM COURSES

Biblical Studies

CHAP 0001, 0002 0003, 0004	<u>Chapel 1, 2, 3, and 4</u> This course is designed to provide a structure for the required serving practicum and chapel attendance. This course is held weekly for both first and second-year students to apply servant leadership in a specified format. Attendance is mandatory for all full-time students.	0 Credit Hours
BIBL 1103	<u>Jesus and the Gospels</u> This course is an in-depth study of the Gospels of the New Testament in relation to each other for the purpose of building personal faith and to develop a consistent framework of exegesis regarding the Gospels in their original context. This course will thoroughly explore the themes and motifs of the Gospels as well as the <i>Sitz im Leben</i> of the works.	2 Credit Hours
BIBL 1200	<u>New Testament</u> A study of the history and culture of the people and personalities of the early New Testament (Matthew to Acts). Attention is given to the timeline of events, chronological order, culture, major authors, and characters of the New Testament. A continued study of the history and culture of the people and personalities of the New Testament with emphasis on the Pauline Epistles, General Epistles, and Revelation. Attention is given to the timeline of events, chronological order, major authors, and characters of the New Testament.	2 Credit Hours
BIBL 1101	<u>Old Testament</u> A study of the Old Testament covering the historical books Genesis through Esther. This course gives a panoramic view of the Old Testament events – emphasizing major themes, authors, characters, events, geography, and culture of the time period. A study of the Old Testament covering the books of poetry and the prophets, Job-Malachi.	2 Credit Hours
BIBL 2400	<u>Pauline Epistles</u> This course will examine the person and theology of Saint Paul the Apostle. Individualized and special attention will be given to 12 of Paul's 13 letters (excluding Romans, as it has its own course in the college of ministry). Historic details such as authorship, date, and audience will be discussed. This course will emphasize and apply Paul's theology to the pastoral and ministerial needs of the churches of both his day and ours.	2 Credit Hours
BIBL 2300	<u>Romans</u> This course is designed to communicate a detailed explanation of Romans through an expository survey. If you understand Romans, you will have the key to understanding the rest of the Bible. It is in the book of Romans that the Apostle Paul teaches us how to be right with God, others, and ourselves. This course will provide information with inspiration by describing not just what Righteousness is but also how it applies to your life today. Understanding the Gospel of Christ will change your life forever!	2 Credit Hours

Communications

COMM 1102	<u>Composition</u> The course builds on the concept of writing as practice, focusing equally on developing you as the writer while developing your ability to write effectively through analysis and application of the four key components: message, purpose, audience, and form. This class focuses equally on the writing process, embracing each step along the way and mastering the principles that professional writers use in their everyday work. The course will be based on guided readings, discussions, workshops, and lots of writing, all of which develop the skills and competencies that all writers possess.	2 Credit Hours
COMM 1200	<u>Oral Communication</u> This course is designed to communicate the principles of effective public speaking, especially as it relates to all realms of ministry. All aspects of oral communication will be discussed – including planning, preparation, organization, and delivery of a speech.	2 Credit Hours
COMM 2400	<u>Preaching Lab</u> This course is a practical hands-on opportunity for students to develop their preaching and public speaking abilities.	2 Credit Hours

Creative Arts: Media

CMED 2450	<u>Brand Development</u> This course is designed to provide students with a solid foundation for building brands with an emphasis on the church/nonprofit space. In this course, we will explore the elements that make up successful branding and learn how to combine good design, interesting visuals, and compelling copy to craft brands that others connect with.	2 Credit Hours
CMED 1105	<u>Cinematography</u> In this class, students will learn how to set up a production shoot, including lighting, audio, the basic operation of various video cameras, and how to import the footage for use after shooting. Students will exercise these skills through a series of individual and group projects.	2 Credit Hours
CMED 1130	<u>Design Principles</u> This course introduces basic elements and principles of design. Lectures, assignments, and projects are designed to give students a framework and the tools needed to grow as professional designers and creatives. During this course, students will receive an overview of design and its relationship to the visual arts, the media arts, and the world around us.	2 Credit Hours
CMED 2411	<u>Digital Media Marketing</u> This course is to provide an overview of Marketing by covering its main concepts such as 4Ps, STP, SWOT Matrix, Sustainable Competitive Strategy, Generic Strategies, Five Forces of Porter, and digital tools (social media, website, and email). Also, this course will show the role of the Church in the marketplace and how those concepts can be used to expand the gospel in an efficient and effective way. Social media is one of the most important ways that we can send a message to a mass audience. Students will learn how to effectively engage with and strategize their social-media usage, along with how to make their websites show up on all of the primary search engines. They will learn the basics of data analytics, SEO, and how to use this information and these avenues to their advantage. This course is based on lectures and hands-on projects.	2 Credit Hours
CMED 2310	<u>Filmmaking</u> This course is designed to communicate and demonstrate the advanced strategies and styles of Video Work and Cinematography. These strategies are designed to provide a working knowledge of filmmaking that translates to the real world and is directly relatable to church productions and weekend events. This course will teach advanced filmmaking honing the abilities necessary to exceed in the profession and apply to future filmmaking ventures.	2 Credit Hours
CMED 1113, 1211	<u>Graphic Design I and II</u> This course introduces students to a practice-based, hands-on approach to Graphic Design with an emphasis on vector graphic design from a production point of view. Students will gain a thorough understanding of input/output techniques, color theory, and tools for graphic design and image creation. Topics also include the elements and principles of design, color theory, visual perception theories, typography, symbols, brand identity, logos, and information design. Connections to the current and historical context of the graphic arts are woven throughout the course. Students will also share their work and learn to take part in design critiques and discussions as both designers and peers.	2 Credit Hours
CMED 1109	<u>Live TV & Broadcasting</u> This course provides hands-on training in the behind-the-scenes technical areas of Live TV and Broadcasting. We'll cover terminology and situations that will prepare you for how to effectively call a show for Live TV. You'll understand and learn the positions of a creative team, live streaming, directing, camera, and much more. You will successfully be equipped with the skills to be a leader in the entertainment industry and inspire future generations to do the same.	2 Credit Hours
CMED 1160	<u>Photography</u> Students will learn how to use manual settings and the fundamental design rules of composition, which is imperative for creating an image that will stand out from a snapshot. Developing an eye by learning the rules of photography is essential for impactful images. In this class, we will teach students how to properly use a DSLR camera and will empower students with the technical skills to bring creativity to life.	2 Credit Hours
CMED 1110	<u>Post Production</u> In this course, you will learn how to use Adobe Premiere, an industry-standard editing program. Focusing on editing techniques and tools within Adobe Premiere. In addition to using Adobe Premiere, this course will introduce Adobe After Effects, a robust compositing program that will allow you to elevate the production value of your video projects.	2 Credit Hours
CMED 2419	<u>Media Capstone</u> Under the supervision of their production instructor, students will take the knowledge learned throughout all media classes and put it into practice through a series of individual and group projects that they will conceptualize, cast, schedule, and produce. These projects, along with materials from other media classes, will be used to help each student compile a professional portfolio.	2 Credit Hours
CMED 2420	<u>Motion Graphics</u> Under the supervision of their production instructor, students will take the knowledge learned throughout all media classes and put it into practice through a series of individual and group projects that they will conceptualize, cast, schedule, and produce. These projects, along with materials from other media classes, will be used to help each student compile a professional portfolio.	2 Credit Hours

CMED 1215	<u>Storytelling</u> This course is the essence of all we do in media, whether writing a script, interviewing a person, or getting to the heart of a testimony. In this class, students will learn about the writing process, various genres, and the basics of effective storytelling, including key elements such as character, conflict, plot, and themes, as well as the importance of character creation, character development, and story development. Students will get first-hand practice interviewing, writing and storytelling through both written and visual methods.	2 Credit Hours
CMED 2314	<u>Web Design</u> In this class, students will learn the basics of web design and development. They will gain knowledge of how the web works, best practices, file structuring, etc., as well as basic coding techniques using HTML5 and CSS3.	2 Credit Hours

Creative Arts: Worship

CWOR 2111	<u>A/V Production</u> This course will explore the Audio Visual (AV) industry within the local church ministry setting. Students will interact with and begin to build an understanding of general concepts, terminology, and industry best practices. This course is also designed to provide students an opportunity to engage and interact with professional-grade equipment learning the function, uses, and care required to maintain AV ministry.	2 Credit Hours
CWOR 1210, 1260	<u>Band Leading & Arranging I, II</u> During this course, students will gain an advanced understanding and demonstrate a high level of proficiency in creating and crafting a specific sound with a band of musicians, whether in a live setting or recording studio.	2 Credit Hours
CWOR 1106	<u>Biblical Worship</u> In this course, the student will encounter the subject of worship by looking through the lens of Scripture. This survey course will allow the student to trek through the Old and New Testaments, looking at worship conceptually and theoretically. What is worship according to the Scriptures? What kind of worship does the Lord desire? These are the types of questions that each child of God should endeavor to answer, and this course will help the student to begin that process.	2 Credit Hours
CWOR 2413	<u>Contextual Worship</u> Of the most important components of worship ministry for the worship leader to understand are the different realms and contexts in which worship ministry is practiced in nearly every local Church. From kids ministry to youth, to senior citizens, to main-service worship, each population within the local Church requires different sensitivities, presentations, perspectives, and needs from their worship leaders. In this course, students will learn to consider, interact with, and meet these needs so they can minister to and encourage each community within their local-church context.	2 Credit Hours
CWOR 1020	<u>Keyboard Skills</u> This course will equip the student with the basics of keyboard skills, ear training, and the notation of music. Students will develop skills needed to accompany worship.	2 Credit Hours
CWOR 1212	<u>Music Theory & Ear Training</u> This course is designed to help students gain a better knowledge of how music works. Starting at the beginner level of learning note names and values, then working through an intermediate level, Music Theory will challenge and equip the School of Worship students to grow in their musicianship and knowledge of their craft. This course is designed to help students to articulate and understand the music they hear. Ear Training students will be taught to make sense of what they hear. They will learn to identify chord progressions, intervals, note relationship, and dictation.	2 Credit Hours
CWOR 1120	<u>Principles of Worship</u> This course introduces the principles and practices of Christian worship. Throughout this course we will examine theological, practical, and philosophical approaches and understandings of what it means to Worship the Lord in spirit and truth. This course will also deal with biblical and church-historical perspectives on and practices of worship, particularly those of the charismatic tradition.	2 Credit Hours
CWOR 2311	<u>Prophetic Worship</u> This course is designed to equip students to tap into their God-given ability to hear and see God, learning how to be free to be His mouthpiece during worship. They will come to and understand the exchange that takes place between the worshiper and the heart of God in both private and corporate worship.	2 Credit Hours
CWOR 2416	<u>Service Design</u> In this course, the student will learn to craft, design, plan, organize, and implement a variety of different church services while also learning to strategize and think creatively to respond to the demands that come along with executing a well-planned church gathering. In this course, students will also learn the art of communication, delegation, and project management. Students will be required to work with ALL facets of the creative ministry in order to accomplish a unified goal – the weekly church service.	2 Credit Hours
CWOR 1220, 2316	<u>Song Writing I, II</u> Students will acquire the skills necessary to begin their own creative songwriting process. Designed to be a conceptual class, students will discover and try their hand at rhythmic meter, lyric writing, song structure, and chord progressions.	2 Credit Hours
CWOR 1150	<u>Vocal Technique</u> This course is designed to help students approach and understand the voice as an instrument. Today's worship leader must be able to grasp vocal concepts and have the ability to communicate those concepts effectively with a team of vocalists. In this course, students will learn the basics of vocal technique and how to sing with vocal health while also learning to understand the different vocal registers. Students will also learn best practices for warming up, maintaining, and how to properly care for the voice.	2 Credit Hours

CWOR 2082 **Worship Administration** **2 Credit Hours**
 In this course, students will learn to meet the administrative and leadership needs of modern worship ministry. Today's worship leader is required to be a pastor, business leader, mentor, visionary, chief musician, coach, and more! These roles require strategic organization and people-leading skills in order to meet the high demands of creative ministry. In Worship Ministry Administration, students will have the opportunity to learn the basics of strategic organization, communication, budgeting, and adopting an innovative and forward perspective while leading people in creative ministry. Students will also gain understanding and experience with necessary administrative and organizational apps and software, equipping them to lead and organize their ministries efficiently.

CWOR 1100, 1200 **Worship Platform I, II, III, and IV** **2 Credit Hours**
2300, 2400
 This course will equip the students with skills needed for platform worship ministry. Part classroom, part hands-on platform training; this course deals with issues including team dynamics, submission, musical flow, the technical platform set up, serving your congregation through worship, and musical/spiritual sensitivity. This course is the primary ensemble experience School of Creative Arts: Worship students will receive. Four semesters of this course are required for the student to be eligible to graduate.

Creative Arts: Media and Worship

SOCA 1900 **Creative Seminar** **2 Credit Hours**
 SoCA Seminar provides students the opportunity to gain practical and spiritual impartation from a variety of ministry and professional leaders and creatives. Hearing these different perspectives allows the student to broaden and shape their understanding of creative and worship ministry and the calling in their lives. This lecture-style seminar course meets weekly and is for all second-year School of Creative Arts students.

Leadership Studies

LEAD 2302 **Kingdom Leadership I** **2 Credit Hours**
 This course is designed to bring the student into a fuller understanding of the Biblical approach to leadership - especially in learning to lead oneself.

LEAD 2403 **Kingdom Leadership II** **2 Credit Hours**
 This course, Kingdom Leadership, is a course designed to bring the student into a fuller understanding of the Biblical approach to leadership - especially in learning to lead oneself.

Missions and Evangelism

MISS 1104 **Missiology I** **2 Credit Hours**
 This course will examine evangelism from both a practical and theological framework. Each student will have a chance to interact with the material and put into practice the information to be learned. The purpose of this course is to educate and engage students in evangelism & outreach both locally and globally. Each student will have an opportunity to interact with the material and participate in answering some of Christianity's most difficult questions related to evangelism and outreach. This course is crucial to understanding and acting on Christ's Great Commission.

MISS 1205 **Introduction to World Religions** **2 Credit Hours**
 The student will learn about the origins and major features of the leading non-Christian world religions, including Islam, Hinduism, Buddhism, and Judaism. The class also covers the major doctrinal differences between those belief systems and the Christian faith. In addition, this course will teach about the leading cults and non-religious belief systems and the threats they pose to world Christianity. A major emphasis of the course is to offer an apologetic approach to each major religion presented.

Practical Ministry Studies

PRMI 1110 **Christian Disciplines** **2 Credit Hours**
 In this course, the student will learn about the spiritual disciplines that promote a victorious Christian life. The course will also cover how to recognize and avoid the deceptions of these last days and how to discern the various voices around us, such as the voice of God, the voice of the enemy, and the voice of one's own emotions and reasoning. The student will learn the various components of effective prayer, such as praying in the Spirit, praying God's Word, and praying with authority in order to overcome.

PRMI 2411 **Church Business Administration** **2 Credit Hours**
 This course is designed to teach the student basic principles of an effective administration in connection to the development of sound policies with excellence and in regard to the impact, these policies have upon people. Practical exercises will be utilized to develop administrative teams, vision statements, objectives, and project development.

PRMI 2409 **Church Growth** **2 Credit Hours**
 This course will discuss the definitions of church and church growth. The course material is designed to create an observation of principles among healthy, growing ministries. Particular focus will be given to how leaders address their own perception of leadership, church structure, and strategy, as well as fulfillment of the Great Commission. The purpose of this course is to engage students in the discussion and research of successful principles of strategic leadership in growing ministries. A variety of teaching techniques will be employed and will involve a high degree of classroom participation. Classes will actively involve students through lectures, seminar-style discussions, reading assignments, and online discussion boards.

PRMI 2307	<u>Discipleship and Evangelism</u> Through this course, students will learn that true Jesus Followers make disciples, who make disciples. By effectively sharing God's story and disciple others from unbelief to spiritual maturity by following Jesus' model and methods.	2 Credit Hours
PRMI 2027	<u>Life Strategies</u> This course will discuss and apply specific keys toward developing a life strategy plan. Discussion of Godly principles will prepare the student to develop vision, purpose, and personal strategies that work. The purpose of this course is to engage students in the discussion and application of life strategies that will empower them to set and achieve goals in their personal, professional, and ministerial endeavors.	2 Credit Hours
PRMI 1109	<u>Marriage and Family</u> This course is an exposition on marriage and family. From a biblical perspective, we will examine the beginning of marriage, its meaning, and the personal benefits of being married. We will study the Divine relationship between husband and wife as compared to the relationship of Christ and the Church. The positions 'in the family, individual roles, and personal responsibilities will be studied from Scripture.	2 Credit Hours
PRMI 2410	<u>Ministry Seminar</u> This seminar is designed to provide students with information on a variety of ministry-specific topics such as financial management, women in ministry, youth ministry, children's ministry, business and ministry, writing and publishing, counseling/SOZO, etc. Seminars will feature guest lecturers as well as speakers from within Victory Church and its ministries.	2 Credit Hours
PRMI 1012	<u>Next Generation Ministries</u> This course is designed to acquaint students with the variety of roles and duties that accompany leading next generations ministries. The course will use the experience and insight of experienced K-5 Pastors, Youth Pastors, and Young Adult Pastors. Special attention will be given to the topics of curriculum choice, communication methods, common issues students face today, safety protocols, and ministry effectiveness.	2 Credit Hours
PRMI 2304	<u>Pastoral Ministry</u> This course is designed to acquaint students with the variety of roles and duties that accompany pastoral ministry. The course will use the experience and insight of experienced pastors from a variety of ministry backgrounds to enhance the student's exposure to the pastorate. Special attention will be given to the topics of delegation of authority, recruiting and equipping leaders, conflict management, use of social media, and focusing on the vision.	2 Credit Hours
PRMI 2416	<u>Service Design</u> In this course, the student will learn to craft, design, plan, organize, and implement a variety of different church services while also learning to strategize and think creatively to respond to the demands that come along with executing a well-planned church gathering. In this course, students will also learn the art of communication, delegation, and project management. Students will be required to work with ALL facets of the creative ministry in order to accomplish a unified goal – the weekly church service.	2 Credit Hours

Theological Studies

THEO 2408	<u>Apologetics</u> This course will show you how to defend your faith and deal with the current societal issues influencing culture. You will learn how to stand up for what you believe and offer biblical answers to today's most pressing issues. To help the student be able to clearly articulate his or her Biblical faith in Jesus Christ. To gain absolute confidence in the revelation of God's truth through the Bible.	2 Credit Hours
THEO 1211	<u>Christian Ethics/Worldview</u> A Christian perspective on the social decision-making process. Surveys both ancient and modern solutions to ethical issues.	2 Credit Hours
THEO 1100	<u>Foundations of Faith</u> This course is designed to communicate and demonstrate the foundation of faith from the Word of God.	2 Credit Hours
THEO1208	<u>Hermeneutics</u> This course will teach the student about why you can believe the Bible. Uses of the different translations, concordances, dictionaries, and lexicons will be undertaken. The benefits and methods of Bible study, devotional aspects, and principles of Bible interpretation will also be taught in this course.	2 Credit Hours
THEO 1210	<u>Pneumatology</u> There are many misconceptions about the identity of the Holy Spirit. Some view the Holy Spirit as a mystical force. Others understand the Holy Spirit as the impersonal power God makes available to followers of Christ. What does the Bible say about the identity of the Holy Spirit? The word Pneumatology comes from two Greek words, which mean "wind, air, spirit" and "word" - combining to mean "the study of the Holy Spirit." Pneumatology is the study of God, the Holy Spirit, the third Person of the Trinity. It answers numerous important questions about the Holy Spirit.	2 Credit Hours
THEO 2310	<u>Systematic Theology 101</u> This course answers the question, "Why are what I say I believe and what I actually see two different things? This class will teach you to renew your mind, establish your heart and transform your personal belief system.	2 Credit Hours

School of Creative Arts – Media – Year 1 (Sample Schedule)

Fall Semester		Day	Time	Clock Hours	Credit Hours
	Core Courses				
THEO2310	Systematic Theology 101	Tu	8:30-10:10	32	2.0
CHAP0001	Chapel 1	Tu	10:30-12:10	32	0.0
BIBL1103	Jesus and the Gospels	Th	8:30-10:10	32	2.0
PRMI1109	Marriage and Family	Th	10:30-12:10	32	2.0
	Subtotal Core Courses			128	6.0
	Program Courses				
CMED1110	Post-Production	M	8:30-10:10	32	2.0
COMM1102	Composition	M	10:30-12:10	32	2.0
CMED1113	Graphic Design 1	W	8:30-10:10	32	2.0
CMED1130	Design Principles	W	10:30-12:10	32	2.0
	Subtotal Program Courses			128	8.0
Spring Semester		Day	Time	Clock Hours	Credit Hours
	Core Courses				
THEO1211	Christian Ethics & Worldview	Tu	8:30-10:10	32	2.0
CHAP0002	Chapel 2	Tu	10:30-12:10	32	0.0
BIBL1200	New Testament	Th	8:30-10:10	32	2.0
THEO1210	Pneumatology	Th	10:30-12:10	32	2.0
	Subtotal Core Courses			128	6.0
	Program Courses				
CMED1211	Graphic Design 2	M	8:30-10:10	32	2.0
CMED1105	Cinematography	M	10:30-12:10	32	2.0
CMED1215	Storytelling	W	8:30-10:10	32	2.0
CMED1109	Live TV & Broadcasting	W	10:30-12:10	32	2.0
	Subtotal Program Courses			128	8.0
	Total Clock/Credit Hours Year 1			512	28.0

School of Creative Arts – Media – Year 1 (Sample Schedule Elective Options)

**Not Approved for Use with VA Education Benefits*

Fall Semester		Day	Time	Clock Hours	Credit Hours
	Core Courses				
THEO2310	Systematic Theology 101	Tu	8:30-10:10	32	2.0
CHAP0001	Chapel 1	Tu	10:30-12:10	32	0.0
BIBL1103	Jesus and the Gospels	Th	8:30-10:10	32	2.0
PRMI1109	Marriage and Family	Th	10:30-12:10	32	2.0
	Subtotal Core Courses			128	6.0
	Program Courses				
CMED1110	Post-Production	M	8:30-10:10	32	2.0
COMM1102	Composition	M	10:30-12:10	32	2.0
CMED1113	Graphic Design 1	W	8:30-10:10	32	2.0
CMED1130	Design Principles (<i>see below</i>)	W	10:30-12:10	32	2.0
	Subtotal Program Courses			128	8.0
Elective Option(s):		Day	Time	Clock Hours	Credit Hours
	Courses				
PMI1110	Christian Disciplines	W	10:30-12:10	32	2.0
PRMI2411	Church Business Administration	W	10:30-12:10	32	2.0
	Fall Semester <i>only</i>			256	14
	Spring Semester <i>electives not available</i>			256	14
	Total Clock/Credit Hours Year 1			512	28.0

School of Creative Arts – Media – Year 2 (Sample Schedule)

Fall Semester		Day	Time	Clock Hours	Credit Hours
	Core Courses				
THEO2408	Apologetics	Tu	8:30-10:10	32	2.0
CHAP0003	Chapel 3	Tu	10:30-12:10	32	0.0
LEAD2302	Kingdom Leadership 1	Th	8:30-10:10	32	2.0
BIBL2300	Romans	Th	10:30-12:10	32	2.0
	Subtotal Core Courses			128	6.0
	Program Courses				
CMED2411	Digital Media Marketing	M	8:30-10:10	32	2.0
CMED2450	Brand Development	M	10:30-12:10	32	2.0
CMED1160	Photography	W	8:30-10:10	32	2.0
CMED2310	Filmmaking	W	10:30-12:10	32	2.0
	Subtotal Program Courses			128	8.0
Spring Semester		Day	Time	Clock Hours	Credit Hours
	Core Courses				
BIBL1101	Old Testament	Tu	8:30-10:10	32	2.0
CHAP0004	Chapel 4	Tu	10:30-12:10	32	0.0
LEAD2403	Kingdom Leadership 2	Th	8:30-10:10	32	2.0
PRMI2027	Life Strategies	Th	10:30-12:10	32	2.0
	Subtotal Core Courses			128	6.0
	Program Courses				
SOCA1900	Creative Seminar	M	8:30-10:10	32	2.0
CMED2314	Web Design	M	10:30-12:10	32	2.0
CMED2420	Motion Graphics	W	8:30-10:10	32	2.0
CMD2419	Media Capstone	W	10:30-12:10	32	2.0
	Total Program Courses			128	8.0
	Total Clock/Credit Hours Year 2			512	28.0
	Total Clock/Credit Hours Program			1024	56.0

School of Creative Arts – Media – Year 2 (Sample Schedule Elective Options)

**Not Approved for Use with VA Education Benefits*

Fall Semester		Day	Time	Clock Hours	Credit Hours
	Core Courses				
THEO2408	Apologetics	Tu	8:30-10:10	32	2.0
CHAP0003	Chapel 3	Tu	10:30-12:10	32	0.0
LEAD2302	Kingdom Leadership 1	Th	8:30-10:10	32	2.0
BIBL2300	Romans	Th	10:30-12:10	32	2.0
	Subtotal Core Courses			128	6.0
	Program Courses				
CMED2411	Digital Media Marketing (<i>see below</i>)	M	8:30-10:10	32	2.0
CMED2450	Brand Development	M	10:30-12:10	32	2.0
CMED1160	Photography	W	8:30-10:10	32	2.0
CMED2310	Filmmaking	W	10:30-12:10	32	2.0
	Subtotal Program Courses			128	8.0
Elective Option(s):		Day	Time	Clock Hours	Credit Hours
	Courses				
CWOR1120	Principles of Worship	M	8:30-10:10	32	2.0
MISS1104	Missiology 1	M	8:30-10:10	32	2.0
CWOR2311	Prophetic Worship	M	8:30-10:10	32	2.0
PRMI2304	Pastoral Ministry	M	8:30-10:10	32	2.0
	Fall Semester <i>only</i>			256	14
	Spring Semester <i>electives not available</i>			256	14
	Total Clock/Credit Hours Year 1			512	28.0
	Total Clock/Credit Hours Year 2			512	28.0
	Total Clock/Credit Hours Program			1024	56.0

School of Creative Arts – Worship – Year 1 (Sample Schedule)

Fall Semester		Day	Time	Clock Hours	Credit Hours
	Core Courses				
THEO2310	Systematic Theology 101	Tu	8:30-10:10	32	2.0
CHAP0001	Chapel 1	Tu	10:30-12:10	32	0.0
BIBL1103	Jesus and the Gospels	Th	8:30-10:10	32	2.0
PRMI1109	Marriage and Family	Th	10:30-12:10	32	2.0
	Subtotal Core Courses			128	6.0
	Program Courses				
CWOR1120	Principles of Worship	M	8:30-10:10	32	2.0
COMM1102	Composition	M	10:30-12:10	32	2.0
CWOR1212	Music Theory & Ear Training	W	8:30-10:10	32	2.0
CWOR1210	Band Leading & Arranging 1	W	10:30-12:10	32	2.0
CWOR1100	Worship Platform 1	MTWTh	as Scheduled	32	2.0
	Subtotal Program Courses			176	10.0
Spring Semester		Day	Time	Clock Hours	Credit Hours
	Core Courses				
THEO1211	Christian Ethics & Worldview	Tu	8:30-10:10	32	2.0
CHAP0002	Chapel 2	Tu	10:30-12:10	32	0.0
BIBL1200	New Testament	Th	8:30-10:10	32	2.0
THEO1210	Pneumatology	Th	10:30-12:10	32	2.0
	Subtotal Core Courses			128	6.0
	Program Courses				
CWOR1106	Biblical Worship	M	8:30-10:10	32	2.0
CWOR1150	Vocal Technique	M	10:30-12:10	32	2.0
CWOR1020	Keyboard Skills	W	8:30-10:10	32	2.0
CWOR1260	Band Leading & Arranging 2	W	10:30-12:10	32	2.0
CWOR1200	Worship Platform 2	MTWTh	as Scheduled	32	2.0
	Subtotal Program Courses			176	10.0
	Total Clock/Credit Hours Year 1			608	32.0

School of Creative Arts – Worship – Year 1 (Sample Schedule Elective Options)

**Not Approved for Use with VA Education Benefits*

Fall Semester		Day	Time	Clock Hours	Credit Hours
	Core Courses				
THEO2310	Systematic Theology 101	Tu	8:30-10:10	32	2.0
CHAP0001	Chapel 1	Tu	10:30-12:10	32	0.0
BIBL1103	Jesus and the Gospels	Th	8:30-10:10	32	2.0
PRMI1109	Marriage and Family	Th	10:30-12:10	32	2.0
	Subtotal Core Courses			128	6.0
	Program Courses				
CWOR1120	Principles of Worship	M	8:30-10:10	32	2.0
COMM1102	Composition	M	10:30-12:10	32	2.0
CWOR1212	Music Theory & Ear Training	W	8:30-10:10	32	2.0
CWOR1210	Band Leading & Arranging 1	W	10:30-12:10	32	2.0
CWOR1100	Worship Platform 1	MTWTh	as Scheduled	32	2.0
	Subtotal Program Courses			176	10.0
Elective Option(s):	No Elective Options available for this semester				
	Fall Semester <i>only</i>			304	16.0
	Spring Semester <i>electives not available</i>			304	16.0
	Total Clock/Credit Hours Year 1			608	32.0

School of Creative Arts – Worship – Year 2 (Sample Schedule)

Fall Semester		Day	Time	Clock Hours	Credit Hours
	Core Courses				
THEO2408	Apologetics	Tu	8:30-10:10	32	2.0
CHAP0003	Chapel 3	Tu	10:30-12:10	32	0.0
LEAD2302	Kingdom Leadership 1	Th	8:30-10:10	32	2.0
BIBL2300	Romans	Th	10:30-12:10	32	2.0
	Subtotal Core Courses			128	6.0
	Program Courses				
CWOR2311	Prophetic Worship	M	8:30-10:10	32	2.0
CWOR2111	AV Production	M	10:30-12:10	32	2.0
CWOR2020	Keyboard Skills	W	8:30-10:10	32	2.0
CWOR2082	Worship Administration	W	10:30-12:10	32	2.0
CWOR2300	Worship Platform 3	MTWTh	as Scheduled	32	2.0
	Subtotal Program Courses			176	10.0
Spring Semester		Day	Time	Clock Hours	Credit Hours
	Core Courses				
BIBL1101	Old Testament	Tu	8:30-10:10	32	2.0
CHAP0004	Chapel 4	Tu	10:30-12:10	32	0.0
LEAD2403	Kingdom Leadership 2	Th	8:30-10:10	32	2.0
PRMI2027	Life Strategies	Th	10:30-12:10	32	2.0
	Subtotal Core Courses			128	6.0
	Program Courses				
SOCA1900	Creative Seminar	M	8:30-10:10	32	2.0
CWOR2316	Song Writing 2	M	10:30-12:10	32	2.0
CWOR2413	Contextual Worship	W	8:30-10:10	32	2.0
PRMI2416	Service Design	W	10:30-12:10	32	2.0
CWOR2400	Worship Platform 4	MTWTh	as Scheduled	32	2.0
	Subtotal Program Courses			176	10.0
	Total Clock/Credit Hours Year 1			608	32.0
	Total Clock/Credit Hours Year 2			608	32.0
	Total Clock/Credit Hours Program			1216	64.0

School of Creative Arts – Worship – Year 2 (Sample Schedule Elective Options)

**Not Approved for Use with VA Education Benefits*

Fall Semester		Day	Time	Clock Hours	Credit Hours
	Core Courses				
THEO2408	Apologetics	Tu	8:30-10:10	32	2.0
CHAP0003	Chapel 3	Tu	10:30-12:10	32	0.0
LEAD2302	Kingdom Leadership 1	Th	8:30-10:10	32	2.0
BIBL2300	Romans	Th	10:30-12:10	32	2.0
	Subtotal Core Courses			128	6.0
	Program Courses				
CWOR2311	Prophetic Worship (<i>see below</i>)	M	8:30-10:10	32	2.0
CWOR2111	AV Production (<i>see below</i>)	M	10:30-12:10	32	2.0
CWOR2020	Keyboard Skills	W	8:30-10:10	32	2.0
CWOR2082	Worship Administration	W	10:30-12:10	32	2.0
CWOR2300	Worship Platform 3	MTWTh	as Scheduled	32	2.0
	Subtotal Program Courses			176	10.0
Elective Option(s):		Day	Time	Clock Hours	Credit Hours
	Courses				
CMED2411	Digital Media Marketing	M	8:30-10:10	32	2.0
MISS1104	Missiology	M	8:30-10:10	32	2.0
PRMI2304	Pastoral Ministry	M	8:30-10:10	32	2.0
PRMI2307	Discipleship & Evangelism	M	10:30-12:10	32	2.0
	Fall Semester <i>only</i>			304	16.0
	Spring Semester <i>electives not available</i>			304	16.0
	Total Clock/Credit Hours Year 1			608	32.0
	Total Clock/Credit Hours Year 2			608	32.0
	Total Clock/Credit Hours Program			1216	64.0

School of Ministry – Year 1 (Sample Schedule)

Fall Semester		Day	Time	Clock Hours	Credit Hours
	Core Courses				
THEO2310	Systematic Theology 101	Tu	8:30-10:10	32	2.0
CHAP0001	Chapel 1	Tu	10:30-12:10	32	0.0
BIBL1103	Jesus and the Gospels	Th	8:30-10:10	32	2.0
PRMI1109	Marriage and Family	Th	10:30-12:10	32	2.0
	Subtotal Core Courses			128	6.0
	Program Courses				
MISS1104	Missiology 1	M	8:30-10:10	32	2.0
COMM1102	Composition	M	10:30-12:10	32	2.0
THEO1100	Foundations of Faith	W	8:30-10:10	32	2.0
PRMI1110	Christian Disciplines	W	10:30-12:10	32	2.0
	Subtotal Program Courses			128	8.0
Spring Semester		Day	Time	Clock Hours	Credit Hours
	Core Courses				
THEO1211	Christian Ethics & Worldview	Tu	8:30-10:10	32	2.0
CHAP0002	Chapel 2	Tu	10:30-12:10	32	0.0
BIBL1200	New Testament	Th	8:30-10:10	32	2.0
THEO1210	Pneumatology	Th	10:30-12:10	32	2.0
	Subtotal Core Courses			128	6.0
	Program Courses				
THEO1208	Hermeneutics	M	8:30-10:10	32	2.0
MISS1205	Intro to World Religion	M	10:30-12:10	32	2.0
PRMI1012	Next Generation Ministries	W	8:30-10:10	32	2.0
BIBL2400	Pauline Epistles	W	10:30-12:10	32	2.0
	Subtotal Program Courses			128	8.0
	Total Clock/Credit Hours			512	28.0

School of Ministry – Year 1 (Sample Schedule Elective Options)

**Not Approved for Use with VA Education Benefits*

Fall Semester		Day	Time	Clock Hours	Credit Hours
	Core Courses				
THEO2310	Systematic Theology 101	Tu	8:30-10:10	32	2.0
CHAP0001	Chapel 1	Tu	10:30-12:10	32	0.0
BIBL1103	Jesus and the Gospels	Th	8:30-10:10	32	2.0
PRMI1109	Marriage and Family	Th	10:30-12:10	32	2.0
	Subtotal Core Courses			128	6.0
	Program Courses				
MISS1104	Missiology 1	M	8:30-10:10	32	2.0
COMM1102	Composition	M	10:30-12:10	32	2.0
THEO1100	Foundations of Faith	W	8:30-10:10	32	2.0
PRMI1110	Christian Disciplines (<i>see below</i>)	W	10:30-12:10	32	2.0
	Subtotal Program Courses			128	8.0
Elective Option(s):		Day	Time	Clock Hours	Credit Hours
	Core Courses				
CMED1130	Design Principles	W	10:30-12:10	32	2.0
	Fall Semester <i>only</i>			256	14
	Spring Semester <i>electives not available</i>			256	14
	Total Clock/Credit Hours Year 1			512	28.0

School of Ministry – Year 2 (Sample Schedule)

Fall Semester		Day	Time	Clock Hours	Credit Hours
	Core Courses				
THEO2408	Apologetics	Tu	8:30-10:10	32	2.0
CHAP0003	Chapel 3	Tu	10:30-12:10	32	0.0
LEAD2302	Kingdom Leadership 1	Th	8:30-10:10	32	2.0
BIBL2300	Romans	Th	10:30-12:10	32	2.0
	Subtotal Core Courses			128	6.0
	Program Courses				
PRMI2304	Pastoral Ministry	M	8:30-10:10	32	2.0
PRMI2307	Discipleship & Evangelism	M	10:30-12:10	32	2.0
COMM1200	Oral Communication	W	8:30-10:10	32	2.0
PRMI2411	Church Business Admin	W	10:30-12:10	32	2.0
	Subtotal Program Courses			128	8.0
Spring Semester		Day	Time	Clock Hours	Credit Hours
	Core Courses				
BIBL1101	Old Testament	Tu	8:30-10:10	32	2.0
CHAP0004	Chapel 4	Tu	10:30-12:10	32	0.0
LEAD2403	Kingdom Leadership 2	Th	8:30-10:10	32	2.0
PRMI2027	Life Strategies	Th	10:30-12:10	32	2.0
	Subtotal Core Courses			128	6.0
	Program Courses				
PRMI2410	Ministry Seminar	M	8:30-10:10	32	2.0
COMM2400	Preaching Lab	M	10:30-12:10	32	2.0
PRMI2409	Church Growth	W	8:30-10:10	32	2.0
PRMI2416	Service Design	W	10:30-12:10	32	2.0
	Total Program Courses			128	8.0
	Total Clock/Credit Hours Year 2			512	28.0
	Total Clock/Credit Hours Program			1024	56.0

School of Ministry – Year 2 (Sample Schedule Elective Options)

**Not Approved for Use with VA Education Benefits*

Fall Semester		Day	Time	Clock Hours	Credit Hours
	Core Courses				
THEO2408	Apologetics	Tu	8:30-10:10	32	2.0
CHAP0003	Chapel 3	Tu	10:30-12:10	32	0.0
LEAD2302	Kingdom Leadership 1	Th	8:30-10:10	32	2.0
BIBL2300	Romans	Th	10:30-12:10	32	2.0
	Subtotal Core Courses			128	6.0
	Program Courses				
PRMI2304	Pastoral Ministry (<i>see below</i>)	M	8:30-10:10	32	2.0
PRMI2307	Discipleship & Evangelism (<i>see below</i>)	M	10:30-12:10	32	2.0
COMM1200	Oral Communication	W	8:30-10:10	32	2.0
PRMI2411	Church Business Admin	W	10:30-12:10	32	2.0
	Subtotal Program Courses			128	8.0
Elective Option(s):		Day	Time	Clock Hours	Credit Hours
	Courses				
CMED2411	Digital Media Marketing	M	8:30-10:10	32	2.0
CWOR1120	Principles of Worship	M	8:30-10:10	32	2.0
CWOR2311	Prophetic Worship	M	8:30-10:10	32	2.0
CWOR2111	A/V Production	M	10:30-12:10	32	2.0
CMED1130	Design Principles	W	10:30-12:10	32	2.0
CMED1160	Photography	W	10:30-12:10	32	2.0
	Total Clock/Credit Hours Year 1			512	28.0
	Total Clock/Credit Hours Year 2			512	28.0
	Total Clock/Credit Hours Program			1024	56.0

Faculty & Staff

All administrative personnel and faculty are born-again, Spirit-filled Christians with demonstrated leadership and spiritual maturity and are committed to the vision and doctrinal statements of Victory Christian Center. The Pastor, Deans, and administrative personnel work together to fulfill the vision of VC.

President: Pastor Paul Daugherty

Paul and his wife, Ashley Daugherty, have served as the Lead Pastors of Victory Church in Tulsa, Oklahoma, for the past five years. They lead full lives at church with all its ministries as well as raising their five children: Liam, Benaiah, Mac, Elliana, and Gianna. They are passionate about people having a genuine encounter with Jesus. They have a heart to see all ages, all ethnicities, and all backgrounds empowered through the local church. Paul has completed his Bachelors' degree in Theology from Oral Roberts University and is currently working on his master's degree. Paul has written several worship albums, as well as several mini books. He continues to write with Victory Worship producing songs for Victory's worship albums. Paul often travels internationally for missions, crusades, pastors' conferences, and speaks at churches to equip believers to fulfill their God-given purpose. Their vision is to help motivate and mobilize people to fulfill their God-given destiny and be actively committed to the local church.

Team

Our team is here to serve you. We pray that God will give you all the training and equipment you need to be the Lord Jesus Christ's effective ambassador.

Dr. Ray Martinez, Dean of Academic Affairs
Jason Nussbaum, Dean of Student Affairs
Jon Livingston, Director of School of Creative Arts
Alida Magness, Admissions Director
Virginia Prechel, International Advisor and Veterans Administration Certifying Official
Karen Hillhouse, Registrar and Director of Distance Learning
Uche Offokaja, Chaplain, Marketing, and Administrative Assistant

Faculty

All faculty are born-again, Spirit-filled Christians with demonstrated leadership and spiritual maturity and are committed to the vision and doctrinal statements of Victory Church. Our faculty are fully qualified to teach their particular subject(s).

Faculty List

Applegate, Cody	BA	Rogers State University	Creative Arts
Barker, Debbie	BA	Oral Robert University	Ministry
Barker, Ty	BA	Oklahoma Panhandle State University	Ministry
Daugherty, Paul	BTh	Oral Roberts University	Ministry
Daugherty, Sharon	BA	Oral Roberts University	Ministry
Deluca, Mark	Diploma	Rhema Bible Training Center	Creative Arts
Depew, Roland	MA, BA, Diploma	University of Houston, University of Arkansas, Midwest Bible Institute	Ministry
Dwyer, Tim	BA	Christian Life College	Creative Arts
Eason, Ryan	BA, MA	Oral Roberts University, Full Sail University	Creative Arts
Farquhar, Amy	BA	Oklahoma Wesleyan University	Ministry
Gramillo, Jorge	LX		Creative Arts
Jerpi, Craig	BS	Texas Christian University	Creative Arts
Kham, Josh	AS	University of Oklahoma	Creative Arts
Livingston, Adrian	BS	Oral Roberts University	Creative Arts
Livingston, Jon	MA	Oral Roberts University	Creative Arts
Markland, Emonne	BA	Oral Roberts University	Creative Arts
Martinez, Dr. Ray	DSL, MA, BS, Diploma	Regent University, Southeastern University, Williamson College, Rhema Bible College	Ministry
McIntosh, Ron	M.Div., BA	Oral Roberts University	Ministry
Minne, Lamar	BA, Diploma	United States International University, Victory College	Creative Arts
Morgan, John	BS, Diploma	Oklahoma Wesleyan University, Victory College	Creative Arts
Nussbaum, Jason	BS	Oral Roberts University	Ministry
Offokaja, Uche	Diploma, BS, PgD	Victory College, Institut Superieur De Communication et de Gestion, University of Nigeria	Ministry
Peres-Silva, Erica	M.Th, BA	Oral Roberts University, Universidade Federal do Rio de Janeiro	Creative Arts
Springer, Miriam	LX	Over 30 years of Ministry Experience	Creative Arts
Stafford, Ryan	BA	Oral Roberts University	Ministry
Summers, Mike	LX		Creative Arts
Taylor, Marty	LX		Creative Arts
Wagner, Joshua	M.Div., BA, Diploma	Oral Roberts University, Victory College	Ministry
Wagner, Dr. Kevin	D. Min, MA, BA	Oral Roberts University, Lutheran Theological Seminary, Camrose Lutheran College	Ministry
Wagner, Nicole	BS, Diploma	Southwestern Christian University, Victory College	Ministry
Wright, Samantha	BA	Oral Roberts University	Creative Arts